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ABSTRACT

This document provides 11 extracts from Alabama State Law and Federal Law concerning state implementation of federal public library programs under the LSCA (Library Services and Construction Act). These extracts are entitled: (1) Bylaws of the State Advisory Council on Libraries; (2) Administration of Library Services and Construction Act Grants; (3) Purposes of LSCA I and III; (4) Rules and Regulations for Titles I and III; (5) Catalog of Title I Subgrant Opportunities; (6) Selected Alabama Public Library Standards; (7) Selected Alabama Public Library System Standards; (8) Evaluation of Title I and III Proposals; (9) Rules and Regulations for Title II; (10) Planning and Development Grants (LSCA); (11) Multitype Library System Grants (LSCA); and (12) Scholarship Grants (LSCA). The law number is provided for each extract. (EW)

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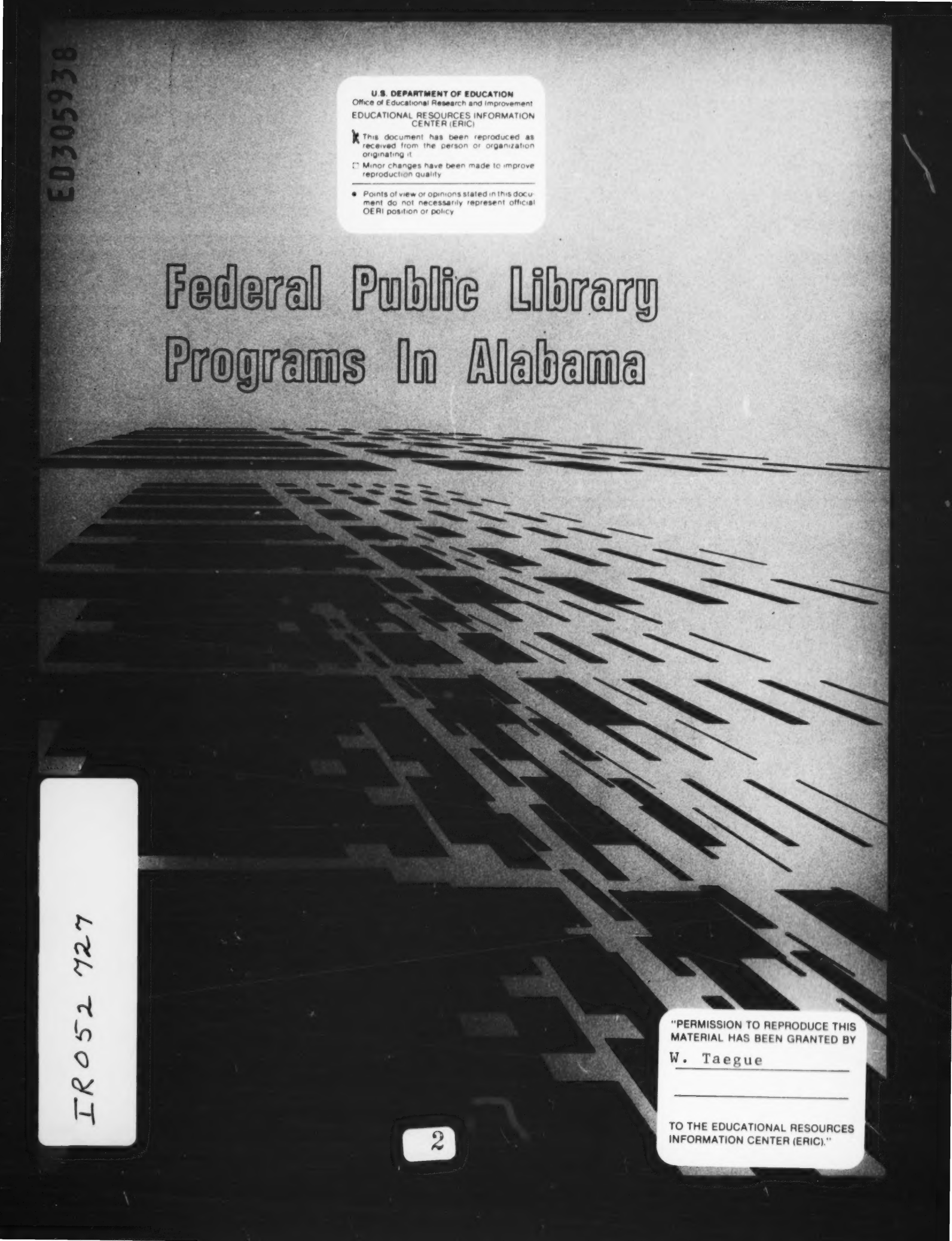
# Federal Public Library Programs In Alabama



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# Federal Public Library Programs In Alabama

Extracted From

ALABAMA PUBLIC LIBRARY SERVICE
ALABAMA ADMINISTRATIVE CODE

Published 1989

Partially Funded By The Library Services And Construction Act

ALABAMA PUBLIC LIBRARY SERVICE

Library Development

Chapter 520-2-1
Federal Public Library Programs

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## 520-2-1-.01 BYLAWS OF THE STATE ADVISORY COUNCIL ON LIBRARIES

### I. ESTABLISHMENT AND PURPOSE

The State Advisory Council on Libraries, hereinafter referred to as the Council, is created under the authority of the Code of Alabama, 1975, Section 41-8 (1-8) and U. S. Public Law 95-123, "L. S. C. A. Amendments of 1977."

A. The functions and responsibilities of the Council shall be the following:
   1. Advise the State agency on the development of the State plan, including the preparation of long-range and annual programs;

B. Advise the State agency on policy matters arising in the administration of the State plan submitted under the Act and the regulations in this part; and

C. Assist the State agency in evaluating library programs, services and activities under the State plan.

### II. MEMBERSHIP

The membership of the Council, appointed by the Executive Board of the State agency, shall include persons broadly representative of each of the following:

A. Public libraries;

B. School libraries;

C. Academic libraries;

D. Special libraries, such as law or medical libraries;

E. Institutional libraries, such as reformatory or hospital libraries;

F. Libraries serving the handicapped in the state; and

G. Users of (such) libraries, who shall comprise at least one-third of the Council membership, of whom at least one shall be representative of disadvantaged persons.

### III. TERMS OF MEMBERSHIP

A. The terms of membership on the Council as first appointed for one-third of the members shall be for one year; for one-third of the members shall be for two years; for one-third of the members shall be for three years; and after the first term all terms shall be three years. Membership will coincide with the federal fiscal year. No member of the council, having completed a

three-year term, will be eligible for a consecutive reappointment. A former member of the council is eligible for reappointment after a period of three years.

B. All vacancies, including expired and unexpired terms shall be filled in accordance with the State plan. If an individual has been appointed to fill an unexpired term, at the end of that term the individual is eligible for appointment to one full three-year term.

C. Membership shall be automatically terminated for any members who does not attend two (2) regularly scheduled meetings in one federal fiscal year.

IV. OFFICERS

A. The officers of the Council shall be the Chairman, Vice-Chairman and Secretary. The Chairman and Vice-Chairman shall be elected by the Council from its membership upon the adoption of these bylaws and each calendar year thereafter.

B. The Chairman and Vice-Chairman shall be elected for a term of one year and may be re-elected for not more than one consecutive year.

C. The Secretary shall be the Director of the State agency. If the Director of the State agency cannot attend a council meeting, a designee will be appointed by the Director.

D. The Council shall fill vacancies for the balance of the term of the vacant office by election from its membership.

V. DUTIES OF THE OFFICERS

A. The duties of the Chairman shall be to call and preside at all meetings, appoint committees and carry out the duties generally pertaining to this office.

B. The Secretary shall keep and distribute the minutes of the meetings of the Council and carry out the duties generally pertaining to this office.

VI. COMMITTEES

A. The Executive Committee shall consist of the officers and two other members appointed by the Chairman. The duties shall be to act in an advisory capacity to the Chairman, to decide matters of immediate importance between meetings of the Council and to concern itself with matters to be brought before the Council for discussion and recommendation to the Director of the State agency.

B. The Council may from time to time create such other committees as it may deem necessary to the proper functioning of the Council.

VII. MEETINGS

A. Regular meetings shall be held quarterly at such location and date as agreed upon by the Chairman and Secretary.

B. Special meetings may be called by the Chairman, or upon the written request of five members to the Secretary and the Chairman, or upon request of the Secretary to the Chairman.

C. The Secretary shall give timely notice thereof.

VIII. QUORUM

A. A quorum shall consist of a majority of those members currently serving.

IX. MAIL VOTING

A. Between meetings, a vote of the Council may be taken by mail and shall have the same effect as a vote taken at a meeting of the Council.

X. PARLIAMENTARY AUTHORITY

A. Robert's Rules of Order, latest edition, shall constitute the authority on all matters not covered by these bylaws.

XI. AMENDMENTS

A. These bylaws may be amended at any regular or special meeting by a sixty (60) percent majority vote of the members present if written notice has been given not less than ten (10) days prior to the meeting. Amendments to these bylaws must be adopted by both the Council and the Executive Board of the Alabama Public Library Service.

XII. EFFECTIVE DATE

A. These bylaws shall be effective after the date of their adoption by the Council and the Executive Board of the Alabama Public Library Service.

Author: Eugene C. O'Donnell, APA Secretary.
Statutory Authority: Code of Alabama, 1975. Section 41-8-(1-8) and U.S. Public Law 95-123, "L.S.C.A. Amendments of 1977."
History: Adopted by LSCA Council, March 2, 1979.
Adopted October 1, 1982.
Revised by LSCA Council, November 13, 1986.
Adopted by APLS Executive Board, December 17, 1986.

## 520-2-1-.02 ADMINISTRATION OF LIBRARY SERVICES AND CONSTRUCTION ACT GRANTS

I. ADMINISTRATION

A. Purpose The purpose of the Library Services and Construction Act (P.L. 98-480) is to assist the states in the development, extension, and improvement of public library services in areas without services or in which services are inadequate, in public library construction, and in promoting interlibrary cooperation and resource sharing among all types of libraries.

B. Major Programs LSCA funding may be available for Titles I, II, and III through the Alabama Public Library Service. These Titles cover the following programs:

1. Title I: The development and extension of public library services.
2. Title II: Assistance in the construction or alteration of public library facilities.
3. Title III: Promotion of resource sharing among libraries of all types on local, regional or interstate level.

C. Definitions The federal law (P.L. 98-480) provides the following definitions:

1. Library service means the performance of all activities of a library relating to the collection and organization of library materials and to making the materials and information of a library available to clientele.
2. Library services for the physically handicapped means the provision of library services, through public or other non-profit libraries, agencies or organizations, to physically handicapped persons (including the blind and other visually handicapped) certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.
3. Public library means a library that serves free of charge all residents of a community, district, or region, and receives its financial support in whole or in part from public funds.
4. Disadvantaged persons means persons who have educational, socioeconomic, cultural, or other disadvantages that prevent them from receiving the benefits of library services designed for persons without such disadvantages and who for that reason require specially designed library services. The term includes persons whose needs for such special services result from poverty, neglect,delinquency, or cultural or linguistic isolation from the community at large, but does not include physically or other handicapped persons unless such persons also suffer from the disadvantages described in this definition.
5. State library administrative agency means the official agency of a state charged by law of that state with the extension and development of public library services throughout the state. Under the Code of Alabama, this is the Alabama Public Library Service.

D. Policy Formulation, Planning, Evaluation

The following groups have been active in providing advice to the administration of the Library Services and Construction Act funds:

1. Executive Board of the Alabama Public Library Service.
2. LSCA Advisory Council on Libraries.
3. U. S. Department of Education, Office of Educational Research and Improvement.
4. Alabama Public Library Service staff, individual librarians, trustees, users, and other library consumer organizations.

E. Policy Review and Approval Process

1. Notice of the intent to adopt or revise rules and regulations is announced to the library community through regular APLS communication channels, i.e., Cottonboll press releases or administrative memorandums.
2. Draft rules and regulations are presented for formal review to the LSCA Advisory Council on Libraries.
3. Draft rules and regulations are submitted to the Administrative Procedures Division of State Government.
4. The Executive Board of the Alabama Public Library Service approves rules and regulations.

F. Policy Dissemination and Distribution Process

1. Rules and regulations adopted by the Executive Board are published through regular APLS communication channels.
2. Copies of rules and regulations are furnished to COSLA Clearinghouse and ERIC for dissemination to the library profession.
3. Notice of the publication of rules and regulations is sent to media through regular APLS communication channels.
4. Copies of the long range program are distributed to all public libraries in Alabama and made available to others on request.

G. Program Evaluation

Evaluation of the long range program is conducted and all activities funded through the Library Services and Construction Act are continuously monitored.

1. Subgrant Evaluation The procedures for subgrant evaluation include:
   a. Proposals for subgrants from libraries and library organizations include an initial letter of intent. If the letter of intent is approved, an on-site visit by APLS staff may be conducted, and a final application submitted. The proposals are reviewed and evaluated by staff of the Alabama Public Library Service and the LSCA Advisory Council based on established criteria.
   b. Each subgrant recipient will send at least one grants administrator to a one-day training workshop on project management which will be provided by APLS.
   c. APLS consultants and other staff with program responsibilities are assigned as liaison persons to each project funded through LSCA.

d. In the final quarter of each subgrant, the liaison staff conducts a formal on-site review of the project for evaluation purposes. The consultant's report indicates success or lack of success of the project in terms of progress made toward meeting the library needs stated in the original proposal. Copies of the consultants' reports are on file at the Alabama Public Library Service.

2. Alabama Public Library Service Evaluation

a. Each staff member of the Alabama Public Library Service with program responsibilities sets forth written goals and objectives for each program with consideration for the overall goals and objectives of the agency and the long range program.

b. Program evaluation is conducted annually, resulting in a written report and revised goals and objectives for each program.

c. Where appropriate, quantitative measures are utilized to evaluate progress toward achieving stated goals and objectives.

Author: Eugene C. O'Donnell, APA Secretary.
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8). Public Law 95-123, "LSCA Amendments of 1977".
History: Adopted October 1, 1982.
Effective January 1, 1989.

## 520-2-1-.03 PURPOSES OF LSCA TITLE I AND III

I. PURPOSES

A. Title I Public Library Services Funds received under LSCA Title I may be expended for the following purposes:

1. Public library service to areas without services Priority shall be given to the planning and development of programs designed to extend public library services to geographical areas and groups of persons without library services, particularly those counties where no countywide service exists.

2. Public library service to areas with inadequate services

a. Priority shall be given to programs for the development of public library services that will be used for special purpose grants and statewide services to meet the following purposes:

(1) Promote extension of public library services to areas or to groups without adequate services.

(2) Stimulate programs that have statewide implications.

(3) Encourage innovative approaches to standard library problems.

(4) Encourage the development of system services and cooperative and other resource-sharing activities.

b. To determine adequacy of public library services APLS will use: Standards for Public Library Service in Alabama. Alabama Library Association/APLS, 1988.

3. Disadvantaged

a. Priority shall be given to planning for and development of programs to establish, expand, or operate programs that will provide library services for the disadvantaged. Disadvantaged persons means persons who have educational, socioeconomic, cultural, or similar disadvantages that prevent them from receiving the benefits of library services designed for persons without these disadvantages. The term includes persons whose need for special services results from poverty, neglect, delinquency, or cultural or linguistic isolation from the community at large.

b. The term does not include physically handicapped or other handicapped persons, unless these persons also suffer from the disadvantages described in the above paragraph.

c. Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped. Association of Specialized and Cooperative Library Agencies, 1984.

d. All LSCA programs and projects administered by the Alabama Public Library Service will be evaluated for their contribution to the library service needs of the disadvantaged. Target groups in Alabama include:

(1) Ethnic minorities.

(2) Illiterate and functionally illiterate adults.

(3) Persons residing in urban or rural areas with high concentrations of low-income families.

(4) Persons of limited English-speaking ability.

(5) Migrant workers and others who by economic necessity are isolated from the mainstream of community life and are unable to use opportunities for self-improvement through normal channels.

4. Strengthening of the State Library Agency
   a. Priority shall be given to programs that strengthen the capacity of the Alabama Public Library Service for meeting the library and information needs of the citizens of Alabama. This will include administering the long range plans submitted under the requirements of LSCA, statewide planning for an evaluation of library services, dissemination of information concerning library services, and strengthening the agency's reference and resource center capabilities, including its role in coordinating library programs and services. Examples of these activities include ALICAT, reference, interlibrary loan, and audio-visual services, continuing education programs and scholarships, and graduate study scholarships.
   b. Priority will be given to programs to meet the standards of adequacy and service as stated in: Standards for Library Functions at the State Level. ASCLA, 1985.
5. Service to the Elderly Priority shall be given to programs that improve access to public library resources and services to the aging, including those who are isolated either in their own homes or institutions by reason of physical infirmity. Emphasis shall be given to projects in areas identified as having concentrations of elderly residents and being economically depressed.
6. Literacy Programs Priority will be given to the planning and development of programs for adults and school dropouts in those identified areas where there are concentrations of residents with limited education. Particular emphasis is placed on community-wide programs in cooperation with other agencies and local commitment to ongoing funding of program.
7. Strengthening Metropolitan Public Libraries Priority for specific programs shall be given to innovative projects which extend library service to special population(s) in a given metropolitan area, have the potential for application in other areas, have implication for improved statewide services, or allow special collections and resources to be made available to state, regional, and national networks.
8. Handicapped Priority shall be given to planning and development of programs that make regular library services more accessible to handicapped individuals.
9. Community Information and Referral Centers Priority shall be given to the development of programs in areas of demonstrated need based on concentrations of low-income, high unemployment, migrant and other special populations. Programs shall be in areas where no program currently exists and shall show evidence of community support. National Standards for Information and Referral, (Alliance of Information and Referral Systems) 1983.

10. Limited English-Speaking Proficiency Priority shall be given to programs to extend library, and information services in those areas where there are groups of residents with limited ability in the use of the English language and to programs that have the potential of extending services on a statewide basis to meet the needs of all residents in the category.
11. Physically Handicapped
    a. The Alabama Public Library Service's Regional Library for the Blind and Physically Handicapped carries out a program of direct services to the visually and physically-handicapped individuals in Alabama.
    b. Priorities for determining the adequacy of such services are based on:
    c. Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped. ASCLA, 1984.
12. Institutional Library Services.
    a. APLS will assist State institutions in the improvement of institutional library services in a program directly related to the rehabilitative, correctional, medical, or other purposes of the institution, and for the establishment of such institutional library services where they do not exist. This program includes joint planning and action by APLS, the departments administering institutions, individual institutions, and advisory groups with delineated responsibilities.
    b. The departments administering institutions have basic responsibility for provision of library services within the institutions including planning program development, and professional direction, supervision and evaluation of services.
    c. Each institution is responsible for administering and operating library services in accordance with its own needs and overall program.
    d. APLS will serve departments and their institutions through:
        (1) Professional and technical assistance in planning and developing such services with other State and local library service programs,
        (2) in-service training programs,
        (3) provision of reference service, and
        (4) studies of service programs, collection of statistics, and other interpretative work.
    e. To establish adequacy APLS will use:
        (1) Standards for Libraries at Institutions for the Mentally Retarded. ASCLA, 1981.
        (2) Library Standards for Adult Correctional Institutions. ASCLA/American Correctional Association, 1981.
        (3) Library Standards for Jails and Detention Facilities. ASCLA, 1981.
        (4) Standards and Guidelines for Client Library Services in Residential Mental Health Facilities. ASCLA, 1988.

13. Major Urban Resource Libraries (MURL).
    a. Financial assistance shall be awarded to strengthen the public libraries in Alabama which are designated as major urban resource libraries by the U.S. Department of Education. Funds will be awarded on the basis of population for the purposes of acquiring and processing library resources and for providing informational reference and interlibrary loan services for individual users and public libraries in the regional area served by the major urban resource library.The following libraries in cities with over 100,000 population are designated as major urban resource libraries: Birmingham Public-Jefferson County Library, Huntsville-Madison County Public Library, Mobile Public Library, and Montgomery City-County Public Library.
    b. Adequacy of programs and services of the major urban resource libraries will be determined by the Alabama Public Library Service in consultation with the Advisory Council on Libraries.
    c. Rules currently in effect stipulate that a major urban resource library:
        (1) Shall make available the resources of its collections through interlibrary loan to all legally established public libraries in Alabama.
        (2) Shall use MURL subgrants to meet collection standards as specified in Standards for Public Library Service in Alabama.
        (3) Shall allocate not less than fifteen percent (15%) of its locally appropriated budget for resources.
        (4) Shall have a collection of nonprint materials of at least 6,000 items, including films, videocassettes, tapes, discs, or other such materials.
        (5) Shall develop and make widely available bibliographic tools for users and public libraries to use in the collection.

## II. ADMINISTRATION

The state agency shall use funds for administrative purposes within the guidelines of the LSCA Act. Priority shall be given to the support of activities of the LSCA Advisory Council on Libraries, planning and evaluation of grant programs, informing Alabama libraries about grants, and enhancing the ability of agency staff to meet the needs of Alabamians.

A. Title II Public Library Construction: Title II Public Library Construction grant funds are intended to assist in:
    1. construction of new buildings,
    2. acquisition, expansion, remodeling, or alteration of existing buildings, including remodeling to meet the standards of the Architectural Barriers Act of 1968, remodeling designed to conserve energy, renovation or remodeling to accommodate new technologies, or purchase of existing historic buildings for conversion to public libraries,

3. purchase of initial equipment needed for new or remodeled buildings, including machinery, utilities, built-in equipment, equipment housing, or any other items necessary for the facility to function in the provision of library services,
4. construction of spaces to provide nuclear fallout shelters, if included at a nominal cost in a larger public library construction or remodeling project, or
5. any combination of the above.

B. Title III Interlibrary Cooperation and Resource Sharing: Funds received for LSCA Title III will be used for the effective coordination of resource sharing among all types of libraries including multitypes. Priority will be given to projects which are considered to have the largest potential impact on library services statewide. As funds permit, innovative local projects involving coordination of services among types of libraries will be supported. All projects will be evaluated and ranked in priority with consideration given to those best achieving the overall goals as set forth in the APLS long range program.

Author: Eugene C. O'Donnell, APA Secretary
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8). Public Law 95-123, "LSCA Amendments of 1977".
History: Adopted October 1, 1982.
Effective January 1, 1989

520-2-1-.04 **RULES AND REGULATIONS FOR TITLES I AND III**

I. PRIORITIES, IN DESCENDING ORDER, FOR LSCA TITLE I (excluding Maintenance of Effort Programs). Refer to the "Catalog of Title I Subgrant Opportunities" for more information.

A. Areas Without Service

B. Inadequate Library Service
   1. Collection Development
   2. Reference Services, including RILL
   3. Extension/Outreach Services
   4. Youth Services
   5. Automation/Public Library Resource-Sharing
   6. Community Relations/Public Relations

C. Disadvantaged

D. Literacy

E. Elderly

F. Handicapped

G. Community Information and Referral Centers

H. Limited English-Speaking

II. LSCA TITLE I APPLICANT ELIGIBILITY

A. All legally established libraries and library systems are eligible to apply for LSCA funds.

B. Libraries that are members of a system may apply for LSCA funds provided that the proposed project is in keeping with the system plan for service.

C. Libraries must meet the following criteria:
   1. Each library represented by the applicant must be established according to the Code of Alabama 1975, Section 11-90(1-4). Confirmation statements of board appointments (both local and system) must be filed with APLS.
   2. The library board must adopt an official budget annually based upon appropriated funds from city and/or county governments.
   3. Current bylaws of the library board and current policies of service as specified in Standards for Public Library Service in Alabama must be filed with APLS.
   4. Each library must develop an on-going five year plan projecting its program of services and long range objectives as specified in Standards for Public Library Service in Alabama. The plan must be updated each year and filed with APLS.

D. The State Departments of Corrections, Youth Services, Mental Health/Mental Retardation, and the Alabama Institute for Deaf and Blind are eligible to apply for LSCA funds. The following rules apply:

1. There must be as part of the application an analysis of library needs as related to the institutional program and population.
2. There must be as part of the application description of short and long range plans for the sound development of a library program within the institution.
3. Plans must be included for coordination and cooperation in library service between the institution and the administering state department.
4. APLS approves the use of Library Services and Construction Act (LSCA) funds for personnel in institution library grants with the following criteria:
   a. The responsibilities of the person employed with LSCA funds will support program objectives and activities and will not have clerical duties as the primary obligation.
   b. LSCA funding shall be for a limited time, normally not to exceed two years, during which the institution shall make a commitment, if the program is successful, to maintain the position with institution funds.
   c. LSCA funds may be used to support the FTE (full time equivalent) of one person.
   d. LSCA funds may not be used to supplant existing library positions supported by the institution.

III. PRIORITIES FOR LSCA TITLE III

A. ALICAT

B. AULS

C. Net-Lending

D. Multitypes Operational

E. Multitypes Planning

F. Telefax

IV. LSCA TITLE III APPLICANT ELIGIBILITY

A. Cooperative projects involving two or more types of libraries, (i.e. public, school, academic, special, state, information centers, multitype systems) are eligible to participate in Title III programs.

B. Research and/or information centers, state and/or privately supported, accredited colleges and universities, and nonprofit and/or private organizations shall be eligible to contract with or receive grants from APLS for conducting approved activities such as research, training, workshops, and other programs for the purpose of carrying out the objectives of Title III of the Act.

C. Grants to nonprofit organizations shall support only programs and services that meet the purposes of LSCA.

Author: Eugene C. O'Donnell, APA Secretary.
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8).
Public Law 95-123, "LSCA Amendments of 1977".
History: Adopted October 1, 1982.
Effective January 1, 1989.

## 520-2-1-.05 CATALOG OF TITLE I SUBGRANT OPPORTUNITIES

I. This section lists, defines, and provides criteria for subgrant programs for which applications will be accepted. They appear in priority order as described in Chapter 520-2-1-.04. See Chapter 520-2-1-.06 and 520-2-1-.07 for standards cited.

A. Program title: Public Library Service to Areas Without Service

1. Definition:
Areas without service are those governmental jurisdictions that do not contribute directly to the support of a local library or do not contract for public library service with another governmental unit.

2. Types of subgrants within program:

a. Planning and development grants to create a countywide public library or multicounty public library system.

(1) Planning grants are given to extend public library services to residents living in jurisdictions where no service exists. Awards are made to a library board of trustees, created under the laws of the State of Alabama, to hire a qualified (MLS) librarian to develop countywide or multicounty public library service and provide basic library materials.

(2) Grants are for a three year period with the second year being 50% of the first year award and the third year being 25% of the first year award. First year grants may not exceed $5.00 per capita or $100,000 whichever is smaller.

b. Demonstration grants.

(1) A demonstration grant is administered by APLS and will be designed to show the benefits of a library in an area without service and may include the operation of a library in space provided by the community served. APLS may contract with an existing library to provide bookmobile, books-by-mail or branch service to an area not currently receiving service.

(2) Demonstration grants are for 3 years and will not exceed an expenditure of $5.00 per capita of combined state and federal funds. The community served should plan to assume the costs of the program following the standard formula whereby second year LSCA funds are 50% of the first year and third year LSCA funds are 25% of the first year.

3. Eligibility:

a. Grants are for communities where no service exists. Grants will not be given to a community where service has been suspended for less than five (5) years due to lack of local support.

4. Evaluation:

a. Library service at the end of the grant period will meet "A" level minimum standards with local support to maintain or exceed that level, including legally established board and adoption of all documents as required by public library standards 8-13, and 44.

B. Program title: Collection Development

1. Definition:
   a. Collection development grants shall be for books in specific non-fiction subject areas of a collection that are demonstrably inadequate in meeting the information needs of local residents, for classic fiction, or for materials in areas designated by the Alabama Public Library Service. These grants shall be to aid Alabama public libraries in meeting public library standards 27, 28, 32, and 34.
2. Types of subgrants within program:
   a. A public library may apply for only one collection development grant in any year. Materials purchased with collection development grant funds shall be selected from standard selection tools such as Public Library Catalog, Children's Catalog, Booklist, Library Journal, Hornbook, School Library Journal, or Reference Books for Public Libraries.
   b. Collection development grants must be matched with new local acquisitions money (either cash gifts or appropriations) in the ratio of one local dollar to two federal dollars.
   c. For the year of the grant, the local materials budget must not be less than the amount of the previous year, or less than the average of the three previous years, whichever is larger.
   d. A grant shall not exceed $10,000.
3. Eligibility:
   a. In order to apply for a collection development grant, an Alabama public library shall have met public library standards 1, 5, 8-15, 22, 33 (Level A), 35, 38, 40, and 44; and an Alabama public library system shall have met (or will meet during the 1990 fiscal year) public library system standards 2, 3, 4, 8, 9, 27, 29, and 33. A public library system will also:
      (1) have written, Board-approved policies on library personnel, incorporating elements found in Appendix A of the Standards for Public Library Service in Alabama.
      (2) have Board meetings that are open to the public.
      (3) keep written minutes of Board meetings, available to the general public.
      (4) have written bylaws for the library Board.
      (5) where feasible, have a written, Board-approved library service policy.
4. Evaluation:
   a. Evaluation may include a description of the materials purchased, circulation or use statistics, evidence of local support to continue the project, or progress toward achievement of a standard.

C. Program title: Reference and Interlibrary Loan Librarian (RILL)

1. Definition:

   a. Reference and Interlibrary Loan Librarian (RILL) projects are defined as programs to assist library systems in providing an ALA-accredited MLS librarian to assist in implementing reference and interlibrary loan services for system members. Projects shall aid Alabama public libraries in meeting Alabama public library system standards 22, 23, 27, 30, and 31.

2. Types of subgrants within program:

   a. A public library system that applies for a Reference and Interlibrary Loan Librarian (RILL) subgrant must detail how this program will assist in meeting the system's information needs based upon these objectives:

      (1) Develop adequate reference collection(s) in member libraries.

      (2) Conduct workshops with librarians staffing member libraries to improve local reference and interlibrary loan services.

      (3) Assist member libraries in the evaluation and improvement of local library collections.

      (4) Employ on-the-job training with local librarians to improve their skills.

      (5) Perform reference and interlibrary loan services for member libraries.

      (6) Stimulate demand for reference and information services in member libraries through a planned and coordinated public relations effort.

   b. In conjunction with the Reference and Interlibrary Loan Librarian (RILL) program, books and equipment cannot be purchased. Other than specific on-the-job training, the Reference and Interlibrary Loan Librarian (RILL) will not assume standard reference service duties at the headquarters library. The program will provide a salary for a librarian equal to the base salary for Librarian I with the State of Alabama.

      Fringe benefits and any additional salary will be the responsibility of the library system. The subgrants shall be requested for one (1) year and must be renewed annually.

3. Eligibility:

   a. In order to apply for a Reference and Interlibrary Loan Librarian grant, an Alabama public library system shall have met (or will meet during the 1990 fiscal year) public library system standards 2, 3, 4, 8, 9, 21, 27, 29, 32, 33, 34, and 35. A public library system will also:

      (1) have written, Board-approved policies on library personnel, incorporating elements found in Appendix A of the Standards for Public Library Service in Alabama.

      (2) have Board meetings that are open to the public.

      (3) keep written minutes of Board meetings, available to the general public.

      (4) have written bylaws for the library Board.

      (5) where feasible, have a written, Board-approved library service policy.

b. In the application, a job description of the Reference and Interlibrary Loan Librarian (RILL) position must be included.

4. Evaluation:
   a. The Reference and Interlibrary Loan Librarian (RILL) project assessment will include:
      (1) evaluation of the program based upon its goals and objectives,
      (2) statistical analysis of the subgrant project based upon program usage/non-usage,
      (3) progress towards achieving Alabama Public Library System Standards (1988).

D. Program title: Extension/Outreach Services

1. Definition:
   a. Extension or outreach projects are defined as programs which provide library materials and services at some site away from the central library building. These programs generally have one of three functions:
      (1) Projects to take library materials and services to locally supported jails, mental health facilities, juvenile homes, hospitals, residential daycare, and schools for the handicapped.
      (2) Projects to take library materials and services to people who cannot come to the library because they are homebound or in private institutions due to illness, age, or disability.
      (3) Projects to promote the library and use of its materials and services by making limited services available in high pedestrian traffic areas such as shopping malls or public transportation stations.
   b. Subgrants in this area shall aid public libraries to meet standards 24, 26, 28, 29, 32, and 52. Subgrants will aid public library systems to meet standards 6, 16, and 25.

2. Types of subgrants within program:
   a. Subgrants for projects to take library materials and services to institutions may include:
      (1) planning and development grants,
      (2) establishing deposit collections at sites such as described in definition (a), including rotating collections,
      (3) training for personnel providing library service at these sites,
      (4) contracting for consulting/facilitating/coordinating services,
      (5) establishing and administering internship programs,
      (6) orientation and bibiographic instruction for patrons, and
      (7) document delivery services.
   b. Promotional projects may include limited service deposit collections in high pedestrian traffic areas, along with the equipment necessary to operate them in a way compatible with the central library.

c. Outreach promotions may also include sponsorship of traveling exhibits (including insurance if that is required by the exhibitor), travelling booktalks, authors' lectures, film series, programs on special topics such as careers, entering the workforce, etc., as long as these programs or exhibits have the potential of increasing awareness of, interest in, and use of library materials and services.

d. Books and materials in any appropriate format, including "nontraditional" formats, may be purchased to benefit patrons and staff, along with any equipment needed to produce or use the materials. Since jails, in particular, may place strict requirements on what may be used in their collections, grant requests should include provision for determining and/or justifying the suitability of materials selected.

e. Mileage and funding for library or contract staff to attend specific related seminars, workshops, meetings, etc., may be requested. Partial funding may be requested for programs which only in part deal with outreach/extension services.

f. An outreach/extension subgrant project may cover one to three years. If subgrants are to be requested for more than one year, the full program plan must be submitted with the first year's application. Amendments to the original plan may be filed subsequently if justified.

g. The funding cap for these subgrants is $30,000 the first year. Funding for bookmobiles may be $30,000 or 50% of the cost of purchase, whichever is smaller. Grant funds may not be used to pay salaries for regular library staff. Fringe benefits, if any, for contract personnel must be paid by the library.

h. Funding for outreach may be requested for pilot projects only, with full funding requested for the first year of the pilot, 50% of the first year funding the second year, and 25% of the first year funding the final year. Grants for bookmobiles can be for one year only.

3. Eligibility:

a. In order to apply for a subgrant, an Alabama public library shall have met public library standards 1, 5, 8-15, 22, 40, and 44; and an Alabama public library system shall have met (or will meet during the 1990 fiscal year) public library system standards 2, 3, 4, 8, 9, 27, 29, and 33. A public library system will also:

(1) have written, Board-approved policies on library personnel, incorporating elements found in Appendix A of the Standards for Public Library Service in Alabama.

(2) have Board meetings that are open to the public.

(3) keep written minutes of Board meetings, available to the general public.

(4) have written bylaws for the library Board.

(5) where feasible, have a written, Board-approved library service policy.

4. Evaluation:
   a. Evaluation may include description of the activities or products produced, the number of people involved, circulation or use statistics, evidence of local support to continue the project, and progress toward attaining a specific standard.

E. Program title: Youth Services
   1. Definition:
      a. Youth services projects are defined as programs designed to provide library service to persons age 16 or less. The projects shall aid public libraries in meeting public library standards 49, 50, and 52.
   2. Types of subgrants within program:
      a. These subgrants may include:
         (1) planning and assessment grants to determine the needs and interests of the target group,
         (2) consulting/coordinating/facilitating personnel or services,
         (3) training for staff working with the target population,
         (4) computer literacy grants,
         (5) programs providing information on problems faced by many juveniles such as sex education, child abuse, drug abuse, and suicide,
         (6) programs for parents to aid children,
         (7) development of programs to encourage library use such as story hours and puppet shows,
         (8) programs designed for "latch-key" children and/or chidren in day care agencies,
         (9) development of book discussion programs,
         (10) provision of database services that may include CD-ROM and/or online access.
      b. In support of a project, books and materials in any appropriate format may be purchased to benefit patrons and staff, along with any equipment needed to use the materials.
      c. Mileage and funding for library or contract staff to attend specific related seminars, workshops, meetings, etc., may be requested.
      d. LSCA support of a project may extend for one, two, or three fiscal years. A second year award shall be 50% of the first year award; a third year award shall be 25% of the first year award. If subgrants are to be requested for more than one year, the full program must be submitted with the first year's application. Amendments to the original plan may be filed subsequently if justified.
      e. The funding cap for these subgrants is $15,000 for the first year. Grant funds may not be used to pay salaries for regular library staff. Fringe benefits, if any, for contract personnel must be paid by the library.

3. Eligibility:
   a. In order to apply for a youth services grant, an Alabama public library shall have met public library standards 1, 5, 8-15, 22, 44, 45, and 46; and an Alabama public library system shall have met (or will meet during the 1990 fiscal year) public library system standards 2, 3, 4, 8, 9, 27, 29, and 33. A public library system will also:
      (1) have written, Board-approved policies on library personnel, incorporating elements found in Appendix A of the Standards for Public Library Service in Alabama.
      (2) have Board meetings that are open to the public.
      (3) keep written minutes of Board meetings, available to the general public.
      (4) have written bylaws for the library Board.
      (5) where feasible, have a written, Board-approved library service policy.
4. Evaluation:
   a. Evaluation may include description of the activities or products produced, the number of people served, circulation or use statistics, evidence of local support to continue the project, or progress toward achievement of a standard.

F. Program title: Automation
1. Definition:
   a. In public library system standard 34, systems are charged to provide bibliographic access to 80% of holdings of system libraries, e.g., through union lists, online catalog. Public libraries are to provide improved access for intralibrary loan as specified in public library standard 26. Therefore systems and other public libraries are eligible to apply for automation subgrants to achieve these standards. Among the kinds of automation subgrants for which libraries are eligible are subgrants for retrospective conversion to develop a machine-readable database and to facilitate accessibility to such a database through distribution of a COM catalog or through access to an online catalog or other shared database. Systems and other public libraries with one or more branches will receive priority for automation subgrants.
   b. If subgrants are to be requested for more than one year, the full program plan must be submitted with the first year's application. Amendments to the original plan may be filed subsequently if justified. The fiscal policy statement III.H.2 (p.34) is waived for this subgrant category.
2. Types of subgrants within program:
   a. Retrospective conversion grants:
      (1) A system or library is eligible for grants of up to three years for retrospective conversion and creation of systemwide COM catalog. Copies of records obtained in retrospective conversion must go into ALICAT.

(2) LSCA funding may be used for the purchase of microcomputer equipment to meet the requirements of a retrospective conversion project, for training, for purchase of MARC records at a rate not to exceed the per record charges in the current state COM contract times the number of titles in the collection and for production charges for the master of a first catalog product. Since most libraries do not have an accurate record of the number of titles in their collections when they begin a retrospective conversion project, second-year and third-year funding levels will be adjusted based on the number of titles already converted. Libraries are responsible for labor, copies of the catalog, and display units.

b. Online catalog/circulation system grants:

(1) A system or library is eligible for grants of up to three years to purchase a new online catalog/circulation system to serve the entire library organization or to tie onto an existing online catalog/circulation system for use by the entire library or system. Automated systems purchased must support either MARC cataloging or records with a field for an LCCN or an ISBN for future resource-sharing efforts.

(2) LSCA will fund either: (a) Up to 75% of costs for terminal, lightpens, multiplexors/modems and access charges to tie onto an existing online system, or (b) Up to 75% of the costs to purchase a central processor and associated peripherals for its own system with total amount not to exceed 75% of amount that would be needed to tie onto the most feasible existing circulation node, whichever is smaller. Telecommunications, supplies, maintenance and other service charges are local responsibilities.

c. SOLINET membership grants:

(1) A library or system is eligible for a one-year start-up grant for SOLINET membership to allow the library to participate in online resource sharing via the OCLC ILL subsystem. Cataloging done on OCLC must be available for input into ALICAT.

(2) LSCA will fund one terminal, the initial membership fee, and half of first year's cataloging and ILL FTU's.

3. Eligibility:

a. In order to apply for an automation grant, an Alabama public library shall have met public library standards 1, 5, 8-15, 22, and 44; in addition a public library shall:

(1) have gone through the process of weeding its collection within the last 2 years;

(2) have local funding to hire additional staff to carry out the conversion;

(3) have an agreement to offer intralibrary and interlibrary loan as specified in public library standard 26;

b. In order to apply for an automation grant, an Alabama public library system shall have met or will meet during the 1990 fiscal year public library system standards 2, 3, 4, 8, 9, 27, 29, and 33. A public library system will also:

(1) have written, Board-approved policies on library personnel, incorporating elements found in Appendix A of the Standards for Public Library Service in Alabama.

(2) have Board meetings that are open to the public.

(3) keep written minutes of Board meetings, available to the general public.

(4) have written bylaws for the library Board.

(5) where feasible, have a written, Board-approved library service policy.

(6) have a long range plan covering resource sharing as specified in public library system standard 8;

(7) provide an interlibrary loan program that maximizes use of all available resources as specified in system standard 27;

(8) have an agreement to provide direct reciprocal borrowing among all member libraries as specified in system standard 29

(9) provide free voice telephone communications within system and to those on shared system as specified in public library system standard 35.

4. Evaluation:

a. The project will be successful when public library system standard 34 is met or the public library has the access to its holdings necessary to effectively meet public library standard 26.

G. Program title: Community Relations

1. Definition:

a. A community relations program is to provide the immediate library community with information regarding library services and special activities.

b. Subgrants in this category shall aid public libraries to meet public library standards 52, 53 and 54.

2. Types of subgrants within program:

a. For public libraries:

(1) Graphic arts and printing for a coordinated publicity program, i.e., letterhead, bookmarks, brochures, posters, bibliographies, newsletters, etc.

(2) Graphic arts and printing for special activities; i.e., reading clubs, story hours, film showings, etc.

b. For public library systems:

(1) Graphic arts or printing for special activities; i.e., reading clubs, story hours, film showing, etc.

(2) Public service announcements for radio and T.V. spots. This might include cost of narrator, taping facilities, video filming, mailings, etc.

c. A community relations project may cover only one year. The individual program may be a one time event or a continuous service.

d. The funding cap for these subgrants is not to exceed $5000 per year. Monies may be spent on artist design, printing or producing of materials.

3. Eligibility:
   a. In order to apply for a subgrant, an Alabama public library shall have met public library standards 1, 5, 8-15, 20, 22, 44; and an Alabama public library system shall have met (or will meet during the 1990 fiscal year) public library system standards 2, 3, 4, 8, 9, 27, 29, and 33. A public library system will also:
      (1) have written, Board-approved policies on library personnel, incorporating elements found in Appendix A of the Standards for Public Library Service in Alabama.
      (2) have Board meetings that are open to the public.
      (3) keep written minutes of Board meetings, available to the general public.
      (4) have written bylaws for the library Board.
      (5) where feasible, have a written, Board-approved library service policy.
   b. Libraries and library systems applying for these grants must show need for extra materials other than those produced through the Alabama Public Library Service. Examples of current efforts should be included.
4. Evaluation:
   a. Evaluation may include examples of products produced, description of activities, evidence of local support, statistics concerning participation and progress toward achievement of a standard.

H. Program title: Public Library Service for Disadvantaged Persons
1. Definition:
   a. Disadvantaged persons are persons who have educational, socioeconomic or cultural disadvantages and include persons needing special services as a result of poverty, neglect, delinquency, or cultural or linquistic isolation. The subgrants shall aid public libraries in meeting public library standards 26, 36, 41, 49, 50, 52, and 54.
2. Types of subgrants within program:
   a. Special Services:
      (1) Subgrants may be given for projects that provide for the special informational needs of disadvantaged person such as: (a) supportive educational and training programs, (b) volunteer tutorial programs; (c) coping programs, i.e. nutrition; and budgeting, etc. (d) dissemination of information about existing community programs; and (e) cooperative interagency informational programs.
      (2) Subgrants will not exceed $25,000 and no more than 10% may be used to purchase equipment and materials. Subgrants are for one (1) year only.

b. Special Materials:
   (1) Subgrants may be given to develop special collections for disadvantaged persons i.e., (a) large print; (b) foreign language materials; (c) high-interest/low-vocabulary; and (d) ethnic materials.
   (2) Subgrants will not exceed $5,000 and are for one year only.

3. Eligibility:
   a. Public libraries requesting programs for the disadvantaged must show, using demographic data, a substantial need for a specific program within the community and meet public library standards 1, 4, 5, 8-15, 22, 44, and 45.
   b. An Alabama public library system applying for a subgrant shall have met or will meet during the 1990 fiscal year public library system standards 2, 3, 4, 8, 9, 27, 29, and 33. A public library system will also:
      (1) have written, Board-approved policies on library personnel, incorporating elements found in Appendix A of the Standards for Public Library Service in Alabama.
      (2) have Board meetings that are open to the public.
      (3) keep written minutes of Board meetings, available to the general public.
      (4) have written bylaws for the library Board.
      (5) where feasible, have a written, Board-approved library service policy.

4. Evaluation:
   a. Project evaluation will be based on the relationship of the project to library's attaining level A or above of public library standards 36, 41, 49, 50 and meeting minimum public library standards 26, 52 and 54.

I. Program title: Literacy
   1. Definition:
      a. A literacy program is defined as a project designed to help totally or functionally illiterate adults improve their ability to read, write, or comprehend or to perform basic arithmetical computations. This subgrant is for programs in English designed primarily, though not exclusively, for people for whom English is the native language.
      b. Illiterate adults are unable to read, write, or comprehend the written language or to perform basic arithmetical computations. Functionally illiterate adults are adults whose minimal skills in reading, writing, comprehension, or in performing basic arithmetical computations prevents them from functioning in society without assistance from others.
      c. Title I Literacy grants may not be used to supplement Title VI Literacy grants.
      d. Subgrants in this program shall aid public libraries to meet public library standards 27, 28, and 52. Subgrants will aid public library systems to meet system standards 16 and 25.

2. Types of subgrants within program:
   a. Library literacy programs are of three basic types:
      (1) Libraries as primary providers of literacy services, with collaboration from other organizations;
      (2) Libraries as members of a literacy council or coalition which oversees provision of literacy services; and
      (3) Libraries as providers of support services (space, materials, publicity, etc.) to literacy providers.
   b. Subgrants for primary service providers may be used to:
      (1) contract for consultants, trainers or tutors,
      (2) recruit and train volunteer tutors,
      (3) recruit and instruct students, or
      (4) purchase instructional and supplemental materials including equipment.
   c. Subgrants for literacy councils or coalitions may include:
      (1) providing space for headquarters for councils, and
      (2) contracting with coordinators or facilitators to provide tutor training workshops, match students to tutors, and oversee progress.
   d. A coordinator/facilitator may expand, develop, and coordinate with existing literacy programs in an area. The library may serve as an administrative agency for a number of literacy programs, provide information and referral services and implement promotional campaigns for the programs. Cooperation with any existing programs is strongly encouraged.
   e. Subgrants for provision of support services may include:
      (1) collaboration between the library and organized literacy providers,
      (2) selecting, acquiring, and organizing materials,
      (3) providing facilities for tutoring and program management, and
      (4) contributing to promotion of the programs.
   f. Publicity, program evaluation materials, and information and referral services may also be included.
   g. Books and materials in any appropriate format may be purchased to support students, tutors, and coordinators in literacy programs, including disposable supplies (paper, pens/pencils, worksheets, etc.) which may be needed by the students.
   h. Equipment may be leased or purchased only if it is appropriate to the program or teaching methodology used. This may include learning technologies such as computers, video and audio devices, and software to supplement printed materials, if these are components of the learning plan.
   i. Mileage and funding for library staff, volunteers, and contract personnel to attend specific workshops, seminars, or other training sessions may be included. Where literacy projects are only a part of a total program, partial funding may be requested.

j. A literacy subgrant project may cover one to three years. If subgrants are to be requested for more than one year, the full program plan must be submitted with the first year's application. Amendments to the original plan may be filed subsequently if justified. One device for a multi-year project might be to target different segments of the population for successive cycles: the unemployed, people lacking job skills, the elderly, disabled people, the institutionalized, people with limited English skills, or illiterate parents who wish to become partners in their children's early education. Another approach might be an initial year of identifying target populations, training trainers, purchasing materials, and publicizing, followed by one or two years of program application and evaluation.

k. The funding cap for these subgrants is $10,000 per year. Grant funds may not be used to pay salaries for regular library staff. Fringe benefits, if any, for contract personnel must be paid by the library. In most cases second and third year funding requests will be for smaller amounts than first year requests; exceptions to this must be justified in detail.

3. Eligibility:

a. In order to apply, an Alabama public library shall have met public library standards 1, 5, 8-15, 22, 40, and 44; and an Alabama public library system shall have met (or will meet during the 1990 fiscal year) public library system standards 2, 3, 4, 8, 9, 27, 29, and 33. A public library system will also:

(1) have written, Board-approved policies on library personnel, incorporating elements found in Appendix A of the Standards for Public Library Service in Alabama.

(2) have Board meetings that are open to the public.

(3) keep written minutes of Board meetings, available to the general public.

(4) have written bylaws for the library Board.

(5) where feasible, have a written, Board-approved library service policy.

4. Evaluation:

a. Evaluation of effectiveness will be based on the number of participants enrolling in the programs and their progress as measured by the appropriate diagnostic tools specified in the application, the number of materials acquired, the publicity, referral, etc., generated, the activities and goal achievement of the coordinators, or progress with relation to attaining one or more standards.

J. Program title: Service to the Elderly

1. Definition:

a. Elderly are defined as persons over 60 years old, including those who are isolated in their homes or institutions due to physical infirmity.

b. Subgrants in this category shall aid public libraries to meet public library standards 27, 28, 49, and 52. Subgrants will aid public library systems to meet standards 16, 23, 25, and 26.

2. Types of subgrants within program:
   a. These subgrants may include:
      (1) planning and assessment grants to determine the needs and interests of the target group,
      (2) consulting/coordinating/facilitating personnel or services,
      (3) training for staff working with the target population,
      (4) seminars,
      (5) study series,
      (6) promotional programs, and
      (7) development and use of living history programs including taped and/or videotaped interviews.
   b. Books and materials in any appropriate format may be purchased to benefit patrons and staff, along with any equipment needed to produce or use the materials. Since these programs are specifically geared to the needs of the active, alert older person, care must be taken to determine the educational and economic level of the target population as well as the expressed need or interest.
   c. Mileage and funding for library or contract staff to attend specific related seminars, workshops, meetings, etc., may be requested. Partial funding may be requested for programs which only in part deal with services to the elderly.
   d. A project for service to the elderly may cover one to three years. If subgrants are to be requested for more than one year, the full program plan must be submitted with the first year's application. Amendments to the original plan may be filed subsequently if justified. Second year funding may be requested at 50% of the first year and third year at 25% of the first year.
   e. The funding cap for these subgrants is $20,000 per year. Grant funds may not be used to pay salaries for regular library staff. Fringe benefits, if any, for contract personnel must be paid by the library.
3. Eligibility:
   a. In order to apply, an Alabama public library shall have met public library standards 1, 5, 8-15, 22, 40, and 44; and an Alabama public library system shall have met (or will meet during the 1990 fiscal year) public library system standards 2, 3, 4, 8, 9, 27, 29, and 33. A public library system will also:
      (1) have written, Board-approved policies on library personnel, incorporating elements found in Appendix A of the Standards for Public Library Service in Alabama.
      (2) have Board meetings that are open to the public.
      (3) keep written minutes of Board meetings, available to the general public.
      (4) have written bylaws for the library Board.
      (5) where feasible, have a written, Board-approved library service policy.

4. Evaluation:
   a. Evaluation may include description of the activities or products produced, the number of people involved, circulation or use statistics, evidence of local support to continue the project, or progress toward achievement of a standard.

K. Program title: Handicapped Services
   1. Definition:
      a. A handicapped services project is to plan and develop programs which will make regular library services more accessible to the handicapped individuals of the community.
      b. Handicapped persons are defined as those who are mentally retarded, hearing impaired, visually handicapped, emotionally disturbed, speech impaired, orthopedically impaired or otherwise health impaired.
      c. Subgrants in this category shall aid public libraries to meet public library standard 47, and they shall aid public library systems to meet public library system standard 25.
   2. Types of subgrants within program:
      a. Handicapped services programs will fall into one of three categories:
         (1) Activities which can be mainstream in nature; i.e., story hour, book talks, etc.
         (2) Activities to include handicapped individuals; i.e., captioned films for the deaf, tactile art for the blind, audio description for the blind, and handicrafts for the retarded, etc.
         (3) In-service training of library staff, e.g., sign language, brailling, recording, TDD training, etc.
      b. A handicapped service project may cover only one year. The funding cap for these subgrants is $2,500. Monies may be spent on materials, programming, or transportation.
   3. Eligibility:
      a. In order to apply, an Alabama public library shall have met public library standards 1, 5, 8-15, 18, 22, and 44; and an Alabama public library system shall have met (or will meet during the 1990 fiscal year) public library system standards 2, 3, 4, 8, 9, 27, 29, and 33. A public library system will also:
         (1) have written, Board-approved policies on library personnel, incorporating elements found in Appendix A of the Standards for Public Library Service in Alabama.
         (2) have Board meetings that are open to the public.
         (3) keep written minutes of Board meetings, available to the general public.
         (4) have written bylaws for the library Board.
         (5) where feasible, have a written, Board-approved library service policy.
      b. Each public library or public library system should consult with cooperative agencies in the related service area. The APLS/Division for the Blind and Physically Handicapped should be consulted for applicable areas of service which may be available through that agency.

4. Evaluation:
   a. Evaluation may include examples of statistics concerning participation, description of activities, evidence of local support which will show progress toward achievement of a standard.

L. Program title: Community Information and Referral Center
   1. Definition:
      a. A community information referral center means a center that provides information and makes referrals to link people in need of services to appropriate resources. Projects shall aid Alabama public libraries in meeting public library standards 9, 41-43, 45, 48, 52, and 54. Projects shall aid public library systems in meeting public library system standards 8, 10, 16, 30, and 31.
   2. Types of subgrants within program:
      a. Under this category, subgrants will be aimed at developing community information and referral centers which provide information about and referral to community agencies, organizations, institutions, governmental units and other services. The subgrants must show cooperation in planning for services among community organizations.
      b. Books, materials, and software in support of programs may be purchased along with any equipment needed to use the materials. If library materials are purchased, they must be relevant to project goals, objectives and be appropriate for the project.
      c. A project may cover one (1) to three (3) years. If subgrants are to be requested for more than one (1) year, the full program must be submitted with the first year's application. Amendments to the original plan may be filed subsequently, if justified.
      d. If the program is for more than on (1) year, the second year funding will be at 50% of the first year and the third year funding will be at 25% of the first year.
   3. Eligibility:
      a. In order to apply for a subgrant, an Alabama public library shall have met public library standards 1, 5, 8-15, 22, 26, 44, and 45-49; and an Alabama public library system shall have met (or will meet during the 1990 fiscal year) public library system standards 2-9, 17, 27, 29, and 30-34. A public library system will also:
         (1) have written, Board-approved policies on library personnel, incorporating elements found in Appendix A of the Standards for Public Library Service in Alabama.
         (2) have Board meetings that are open to the public.
         (3) keep written minutes of Board meetings, available to the general public.
         (4) have written bylaws for the library Board.
         (5) where feasible, have a written, Board-approved library service policy.

4. Evaluation:
   a. The project evaluation will include the following:
      (1) the effect of the program on the community using a statistical analysis on number of referrals and project's usage,
      (2) review of the project with cooperating agencies or organizations,
      (3) assessment of the program on aiding the library or library system to meet the Alabama Public Library and Alabama Public Library System Standards.

M. Program title: Limited English-Speaking Proficiency
   1. Definition:
      a. Persons with limited English-speaking proficiency are defined as persons who can speak or read or write in a language other than English but have little or no ability to speak or read or write in English. Limited English-speaking proficiency grants shall aid Alabama public libraries in meeting Alabama public library standards 49, 50, and 52.
   2. Types of subgrants within program:
      a. These subgrants may include:
         (1) planning and assessment grants to determine the needs and interests of the target group,
         (2) consulting/coordinating/facilitating personnel or services,
         (3) training for staff working with the target population,
         (4) seminars,
         (5) promotional programs.
      b. The target audience must be clearly defined by size, location, language, and nationality. Where feasible, there should be evidence of cooperation with relevant community agencies and organizations that represent, serve, or work with the limited English-speaking.
      c. Project staff shall be trained to be knowledgeable about, sensitive to, and respectful of the special needs of the targeted nationality(ies).
      d. Where feasible, there should be an advisory group composed of client members and community agencies and organizations to give regular feedback on the project and assist in modifying project methodology as necessary.
      e. In support of a project, books and materials in any appropriate format may be purchased to benefit patrons and staff, along with any equipment needed to use the materials. If library materials are purchased, they must be relevant to project goals and objectives and appropriate for the target nationality(ies) in content and format.
      f. Mileage and funding for library or contract staff to attend specific related seminars, workshops, meetings, etc., may be requested.

g. LSCA support of a project may extend for one, two, or three fiscal years. A second year award shall be 50% of the first year award; a third year award shall be 25% of the first year award. If subgrants are to be requested for more than one year, the full program must be submitted with the first year's application. Amendments to the original plan may be filed subsequently if justified.

h. The funding cap for these subgrants is $15,000 for the first year. Grant funds may not be used to pay salaries for regular library staff. Fringe benefits, if any, for contract personnel must be paid by the library.

3. Eligibility:

a. In order to apply for a limited English-speaking proficiency grant, an Alabama public library shall have met public library standards 1, 5, 8-15, 22, 44 and 45; and an Alabama public library system shall have met or will meet during the 1990 fiscal year public library system standards 2, 3, 4, 8, 9, 27, 29, and 33. A public library system will also:

(1) have written, Board-approved policies on library personnel, incorporating elements found in Appendix A of the Standards for Public Library Service in Alabama.

(2) have Board meetings that are open to the public.

(3) keep written minutes of Board meetings, available to the general public.

(4) have written bylaws for the library Board.

(5) where feasible, have a written, Board-approved library service policy.

4. Evaluation:

a. Evaluation may include description of the activities or products produced, the number of people served, circulation or use statistics, evidence of local support to continue the project, or progress toward achievement of a standard.

Author: Eugene C. O'Donnell, APA Secretary.
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8).
Public Law 95-123, "LSCA Amendments of 1972".
History: Effective January 1, 1989.

520-2-1-.06 SELECTED ALABAMA PUBLIC LIBRARY STANDARDS

**Note: Only standards (SX) cited in the "Catalog of Grant Opportunities" are included. Wording changes which apply only to LSCA grants and not to the standards document as a whole appear in brackets.**

(1) S1. An Alabama public library will have at least one paid library staff member for 20 hours per week or .3 FTE (full-time equivalent employee) for each 1000 persons in its community, whichever is higher.

(2) S4. An Alabama public library will have written, board-approved policies [that encourage] continuing education (CE) for the library staff that include the library's policies regarding release time for CE and paying costs of CE.

(3) S5. The director of an Alabama public library will attend at least two APLS Administrators' Meetings each year.

(4) S8. An Alabama public library will have written, board-approved policies on library personnel, incorporating elements found in [Standards] Appendix A. These policies are to be reviewed at least every three years.

(5) S9. An Alabama public library will have a written, board-approved long-range plan to cover a period of five years from the current year, with annual updates. (See Standards for parts to be included.)

(6) S10. An Alabama public library will have board meetings that are open to the public. (This is a requirement of state law. See the Code of Alabama, 13A-14-2, Executive or secret sessions of certain boards.)

(7) S11. An Alabama public library will have a minimum of bi-monthly board meetings.

(8) S12. An Alabama public library will keep written minutes of board meetings, available to the general public. If the library is a member of a public library system, a signed copy of board minutes will be placed on file at the system headquarters.

(9) S13. An Alabama public library will have written bylaws for the library board. These bylaws will be reviewed at least once every three years.

(10) S14. An Alabama public library will be open at least as many hours per week as recommended below for its population group:

| Population | Hours open (per week) |
|---|---|
| less than 2,000 | 20 hours |
| 2,000-3,999 | 30 hours |
| 4,000-7,999 | 45 hours |
| 8,000-14,999 | 50 hours |
| 15,000-24,999 | 55 hours |
| 25,000-49,999 | 60 hours |
| 50,000 and over | 66 hours |

(11) S15. An Alabama public library will be open at least 35% of its hours on evenings and weekends.

(12) S18. An Alabama public library will meet all federal, state, and municipal regulations pertaining to accessibility for the blind and physically handicapped.

(13) S20. An Alabama public library will provide space for meetings or programs and will have a written policy for the use of such space.

(14) S22. An Alabama public library will have in each library outlet a telephone listed in the local directory.

(15) S24. An Alabama public library will have sites readily accessible to all residents; in metropolitan areas, travel time to the library should not exceed 15 minutes one way by car, while in all other areas, travel time should not exceed 30 minutes. Where travel times to the library's principal facility exceed these limits, branches or outlets or alternate means of providing access (bookmobiles, books by mail) should be considered.

(16) S25. An Alabama public library will offer all of its services, materials, and facilities (including the following) free-of-charge:

| | | |
|---|---|---|
| initial library card | interlibrary loans | videotapes |
| reference service | films | meeting rooms |
| new books | equipment | software |
| reserves | programs | |

(excluding overdue fines, photocopies, use of meeting rooms by profit-based groups, supplies for programs, payments for lost or damaged material, and payments for lost or damaged borrowers' cards)

(17) S26. An Alabama public library will offer intra and inter-library loan service to patrons when the material desired is not available from its collections.

(18) S27. An Alabama public library will have a minimum of 7,500 volumes.

(19) S28. An Alabama public library will have at least as many volumes per capita for its population group as follows:

| Population | Base Collection | Added volumes |
|---|---|---|
| less than 1,500 | 7,500 | 0 |
| 1,500 4,999 | 7,500 | 4 for each person above 1,500 |
| 5,000 24,999 | 21,500 | 3 " 5,000 |
| 25,000 74,999 | 81,500 | 2 " 25,000 |
| 75,000 and over | 181,500 | 1 " 75,000 |

In addition to the **required** base collection, a library may choose to meet the following percentages of the added volumes called for: Level A: 80%; Level AA: 90%; Level AAA: 100%.

(20) S29. An Alabama public library will subscribe to at least three unique periodical titles for each 1000 persons in its community.

(21) S30. Of the periodicals subscribed to, an Alabama public library will subscribe to a minimum of 15 current periodical titles that are indexed in Abridged Readers' Guide.

(22) S31. An Alabama public library will subscribe to the local paper(s) and one paper with state-wide coverage.

(23) S32. An Alabama public library will have a circulation per capita as follows: Level A: 2.5; Level AA: 3; Level AAA: 4.

(24) S33. An Alabama public library will allocate a percentage of the library non-capital budget for library materials as follows: Level A: 12%; Level AA: 16%; Level AAA: 20%.

(25) S34. An Alabama public library will have collections of which at least 10% were published within the last five years.

(26) S35. An Alabama public library will systematically remove at least 3% of its collection each year.

(27) S36. An Alabama public library will have a turnover rate (circulation divided by holdings) as follows: Level A: 1; Level AA: 2; Level AAA: 4.

(28) S38. An Alabama public library will have a written, board-approved policy for handling complaints about library materials.

(29) S40. An Alabama public library will have a written, board-approved policy on collection development, incorporating elements found in [Standards] Appendix C. This policy will be reviewed at least once every three years.

(30) S41. An Alabama public library will achieve a reference completion rate as follows: Level A: 50%; Level AA: 65%; Level AAA: 80%.

(31) S42. An Alabama public library will answer, refer, or give a status report for 95% of reference requests within 24 hours.

(32) S43. An Alabama public library will provide walk-in and telephone reference service all hours the library is open.

(33) S44. An Alabama public library will have a written, board-approved library service policy, incorporating elements found in [Standards] Appendix D. This policy will be reviewed at least once every three years.

(34) S45. An Alabama public library will have a written, board-approved policy providing services for the educationally, socially, and culturally disadvantaged.

(35) S46. An Alabama public library will have a written, board-approved policy establishing services for children.

(36) S47. An Alabama public library will have a written, board-approved policy establishing services for the blind and physically handicapped.

(37) S48. An Alabama public library will have a written, board-approved policy establishing outreach services for the homebound or institutionalized.

(38) S49. An Alabama public library will provide the following number of educational, recreational, or cultural programs each year: Level A: 10; Level AA: 25; Level AAA: 50.

(39) S50. An Alabama public library will have percentages of its community residents registered at the library as follows: Level A: 30%; Level AA: 40%; Level AAA: 50%.

(40) S52. An Alabama public library will implement at least six of the following publicity techniques outside the library each year:

| | |
|---|---|
| radio | electronic bulletin boards |
| newspaper | posters/fliers |
| magazines | booths at fairs, etc. |
| news releases | brochures |
| commercial TV | bibliographies |
| cable TV | newsletters |
| slide-tape shows | direct mail promotional materials |
| videocassettes | speakers available for community programs |
| bookmarks | storytimes at malls, etc. |
| displays | other(please specify:_____) |

(41) S53. An Alabama public library will have a brochure describing the library facilities, resources, services, and hours.

(42) S54. An Alabama public library will engage in at least **three** of the following cooperative activities with other types of libraries each year.

A. In Planning
   1. Worked together to plan hours of service
   2. Worked together to plan purchase of materials

B. In Professional Activities
   1. Shared professional tools or materials
   2. Shared knowledge of services
   3. Shared knowledge of collections
   4. Shared resources for reference questions
   5. Shared information for cataloging
   6. Had regular professional contact with other staffs

C. In Projects
   1. Compiled bibliographies
   2. Undertook publicity or public relations efforts
   3. Exchanged staff
   4. Conducted staff training
   5. Prepared newsletters
   6. Provided reciprocal borrowing privileges by formal arrangement

7. Developed union lists of holdings
8. Provided library tours
9. Provided programming
10. Cooperated in buying materials
11. Distributed booklists and newsletters

Author: Eugene C. O'Donnell, APA Secretary.
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8).
Public Law 95-123, "LSCA Amendments of 1972".
History: Effective January 1, 1989.

520-2-1-.07 SELECTED ALABAMA PUBLIC LIBRARY SYSTEM STANDARDS

**Note: Only standards(SX) cited in the "Catalog of Grant Opportunities" are included. Wording changes which apply only to LSCA grants and not to the standards document as a whole appear in brackets.**

(1) S1. The director of an Alabama public library system will have an MLS degree from an ALA-accredited library school. [Systems which now have non-M.L.S. directors will have five years, until FY 1994, in which to achieve this standard. The portion of this standard which refers to additional M.L.S. staff has been omitted with regard to LSCA grants.]

(2) S2. An Alabama public library system will convene an annual meeting of all member libraries.

(3) S3. An Alabama public library system will collect signed system and member library board meeting minutes to be filed at system headquarters.

(4) S4. An Alabama public library system will hold system board meetings at least bi-monthly.

(5) S5. An Alabama public library system will have local (i.e., not including state aid or federal funds) per capita support of at least $ .50.

(6) S6. An Alabama public library system will extend service to areas without library facilities in cooperation with member libraries. This service may include bookmobile and/or books-by-mail service. This extension service will be a minimum of 10% of the total system operating budget, excluding member library budgets.

(7) S7. An Alabama public library system will encourage the establishment or expansion of local library facilities as needs indicate. The system will prepare a written, system-wide facilities needs assessment at least once every five years.

(8) S8. An Alabama public library system will coordinate regional library service by developing a written long-range plan of system service in cooperation with local libraries. The plan should cover a period of five years and be updated annually. [See the Standards document for elements to be included.]

(9) S9. An Alabama public library system will provide free access to all services to residents living in the service area of the system.

(10) S10. An Alabama public library system will promote uniform policies of service among system member libraries for residents living in the system area.

(11) S16. An Alabama public library system will promote local library services by using at least six of the following publicity techniques each year and providing technical assistance to member libraries on local publicity outside of the library.

| | |
|---|---|
| radio | electronic bulletin boards |
| newspaper | posters/fliers |
| magazines | booths at fairs, etc. |
| news releases | brochures |
| commercial TV | bibliographies |
| cable TV | newsletters |
| slide-tape shows | direct mail promotional materials |
| videocassettes | speakers available for community programs |
| bookmarks | storytimes at malls, etc. |
| displays | other(please specify:_____) |

(12) S17. An Alabama public library system will assist local libraries in planning and evaluating services. The system will have at least one planning/evaluating consultation with each member library each year.

(13) S21. An Alabama public library system will provide consulting service for local libraries in the areas of library planning and evaluation, reference, adult services, children's services, materials selection and weeding, and technical services.

(14) S23. An Alabama public library system will offer at least four continuing education activities for member librarians and board members annually.

(15) S25. An Alabama public library system will develop a plan for services to users with special needs, e.g., the blind, the physically handicapped, unemployed, educationally disadvantaged, etc., within the system area.

(16) S26. An Alabama public library system will coordinate at least one children's and one adult system-wide programming series in local libraries annually.

(17) S27. An Alabama public library system will provide an interlibrary loan program that maximizes the use of all available resources.

(18) S29. An Alabama public library system will provide direct reciprocal borrowing among all member libraries.

(19) S30. An Alabama public library system will fill or refer (with a status report to the patron) 80% of interlibrary loan requests for specific items within seven working days.

(20) S31. An Alabama public library system will answer 60% of reference requests within two working days.

(21) S32. An Alabama public library system will have access to a basic reference collection to provide back-up reference service. [See Standards Appendix B for recommended titles.]

(22) S33. An Alabama public library system will develop a written plan for system-area collection development. This plan will provide for collection analysis of member library collections every three years.

(23) S34. An Alabama public library system will provide bibliographic access to 80% of the holdings of system libraries, e.g., through union lists, online catalog, etc.

(24) S35. An Alabama public library system will provide free telephone communications to and from the system headquarters for member libraries.

Author: Eugene C. O'Donnell, APA Secretary.
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8).
Public Law 95-123, "LSCA Amendments of 1972".
History: Effective January 1, 1989.

520-2-1-.08 **EVALUATION OF TITLE I AND III PROPOSALS**

I. GENERAL CRITERIA FOR ASSESSING PROPOSAL MERIT

A. To be awarded a subgrant, a project must conform to one or more of the following situations:
   1. It must be planned for integration into the permanent service program.
   2. It must produce results which shall be communicated to the library community.
   3. It must meet one-time needs of major importance to the library community.
   4. It must be a demonstration program with statewide results or implication.
   5. It must demonstrate relevance to the Alabama Long Range Program for Library Development 1989-1993.

II. SPECIFIC CRITERIA FOR ASSESSING PROPOSAL MERIT

A. Applications will be reviewed in terms of the following criteria. Criterion (1.) must be met before an application can be reviewed. Following each subsequent criterion is its weighting in terms of importance, with four being the greatest weight.
   1. **Authorization.** Is the project authorized by federal and state laws and regulations? Has the project been approved by the library's governing body and appropriate municipal authorities?
   2. **Need** (4). Is the need for the project clearly stated? Is there supporting documentation for the need as written?
   3. **Local management capacity** (4). What is the competency of personnel and adequacy of facilities to administer the project?
   4. **Planning** (2). Does the project have a reasonable chance to succeed? Is there evidence of local administrative and financial commitment to continue the project after federal funding is discontinued?
   5. **Goal-relationship** (2). Are the project objectives in accordance with goals set forth in the Alabama Long Range Program?
   6. **Evaluation** (2). Are the project objectives stated in measurable terms? Are evaluation criteria listed? Does the project meet the requirements of the Alabama Public Library Service's application form?
   7. **Capacity to Monitor** (1). Will the Alabama Public Library Service have the ability to monitor the project in an objective fashion? Are goals clearly identified? Are objectives measurable? Are activities clearly planned? Is the evaluation well planned and appropriate?
   8. **Replicability** (1). How significant is the project in terms of applicability in other locations in the state? The nation?
   9. **Interagency cooperation** (1). Does the project reflect a concerted approach? Is it community oriented? Is it a duplication of effort? What evidence of support of other community agencies is provided?

## III. GENERAL POLICY STATEMENTS

A. APLS will not encourage or fund those projects establishing programs where contracts and/or local contributions should be used to support on-going programs (e.g., new regional processing centers, new regional film circuits).

B. LSCA funds may not be used to replace locally supported programs or personnel.

C. LSCA funds may not be used to replace equipment already owned or leased by an applicant.

D. Projects should be related to the future capability of the local libraries to support the continuation of programs established with Federal assistance funds. Project approval may be dependent upon local ability and willingness to support the project, at least in part.

E. LSCA support of locally administered projects shall not extend over a period of more than three fiscal years. RILL programs (LSCA TITLE I) and program portions of multitype grant requests (LSCA Title III) are exempt from this limitation.

F. Projects which include an automated system must show that the system will interface with an automated system demonstratively capable of providing shared service.

G. For any project which involves a new purchase or new contract for materials or equipment or personal services for an amount of $3,000 or more, the applicant must submit specifications with the project application for review by APLS staff. If the project is funded, a request for bid must be issued for the purchase or contract. If the bid process has been completed prior to application submission, the applicant must submit, along with the specifications, the bid amounts, the names of the vendors who bid and the vendor selected, and the reasons for selecting the vendor.

H. Project applications requesting personnel will include job description(s) for new personnel and for existing personnel to be working on project. Also, as part of the application, vita and social security numbers of existing personnel must be attached.

I. Project applications shall include letters of support from other appropriate agencies and organizations.

J. A professional (M.L.S) library position paid in total or in part by federal funds shall receive at least the salary equivalent of a state merit system employee Librarian I position plus fringe benefits.

IV. FISCAL POLICY STATEMENTS

A. LSCA grant-assisted projects administered by a single library for the users of that library and/or other libraries or agencies involved in the project shall be financed by a combination of local and grant resources.

B. LSCA support of locally administered projects shall not continue for more than three fiscal years, except for RILL projects and program portions of multitype projects. A second year award shall be 50% of the first year award; a third year award shall be 25% of the first year award.

C. Applicants shall submit an audit schedule as part of their subgrant application plan. The audit schedules will be used to monitor receipt of audits and to insure that audits are submitted within the timeframes outlined in CFR 34, part 74, appendix G, paragraph 11F, and OMB circular A-128, paragraph 13 F.

D. Subrecipients shall submit monthly financial statistical reports as part of the process for requesting cash advances. These monthly financial statistical reports shall address the project budget, disbursements and requests for payment. Review of the report will include comparison with the project plan and budget and previous reports. Approval, as appropriate, will be by the APLS LSCA coordinator.

E. Subrecipients shall submit, with their monthly reports, copies of completed payment vouchers for non-construction projects of less than $24,999.

F. Periodic documented on-site inspections of non-construction projects in excess of $25,000 and all construction projects shall be performed.

Author: Eugene C. O'Donnell, APA Secretary.
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8).
Public Law 95-123, "LSCA Amendments of 1977".
History: Adopted October 1, 1982.
Effective January 1, 1989.

## 520-2-1-.09 RULES AND REGULATIONS FOR TITLE II

### I. PRIORITIES FOR LSCA TITLE II

A. Type of facilities
   1. Public library main facility
   2. Branch library

B. Type of construction
   1. New stand-alone building construction excluding pre-fab or modular buildings
   2. Addition to existing building
   3. First-time renovation or alteration for use as a public library
   4. Library portion of multipurpose building

### II. TITLE II APPLICANT ELIGIBILITY

A. All legally established public libraries and public library systems in Alabama are eligible to apply.

### III. CRITERIA FOR ASESSING PROPOSAL MERIT

A. Applications will be evaluated using the following criteria:
   1. Adequacy of the proposed project to provide library service to meet the standards as defined in Standards for Public Library Service in Alabama, 1988.
   2. Support is documented to show that the library will have a sufficient operating budget and staff (upon completion of project) to provide service minimum number of hours as specified in Standards for Public Library Service in Alabama, 1988.
   3. Project budget demonstrates cost effectiveness of plan.
   4. A complete building program developed with input from the library board, staff and where applicable the system administration. The building program must be developed with assistance of a library building consultant or librarian with experience in developing library building programs.

B. The building program must include:
   1. A written description of the library building or project the architect is to design.
   2. Verified statistical and planning information that relates the library to its current and future community role and the population to be served for the next 20 years.
   3. Specific information that describes the functional aspects of the building and its space requirements.
   4. Construction contracts shall be entered into as soon as possible after approval of the project application by the APLS Executive Board and approval of project plans by the State Building Commission, and the federal grant award has been made by the U.S. Department of Education.

## IV. GENERAL POLICY STATEMENTS FOR LSCA TITLE II

Requirements for library construction projects include the following:

A. Grant funds will not be awarded to extend a project funded under the FY1983 "Jobs Bill" program, LSCA Title II, or 1986 Alabama Education Bond Issue.

B. Grantees must comply with all federal, state, and local laws and regulations applicable to construction of public buildings with federal funds.

C. Final architect's plans must be approved by APLS and the Alabama Building Commission.

D. Projects whose applications are approved for funding must be let for bid no later than 120 days after APLS contract has been signed.

E. Projects must be under contract no later than 90 days after bid opening.

F. The library must give assurance that the facility is to be constructed to serve an area which is without a library facility necessary to provide adequate library services.

G. The library must be open the appropriate number of hours per week, based on Alabama library standards (see Appendix B-2).

H. The library must submit a written long-range plan showing evidence of sound planning for development of its services, resources, and building over a 20-year period.

I. For libraries that are members of a system, APLS also requires submission of the system long range development plan and evidence of a formal assessment of system needs.

J. In counties in which there is more than one legally-organized public library but no system, the application must present evidence of sound joint planning among these libraries for:
   1. Development and coordination of service and resources; and
   2. Development of library buildings, branches and other service outlets.

K. The building must be equipped with street level entrances and proper doors so that it is easily accessible to the physically handicapped. Interior accessibility is also required.

L. An architect must be engaged by the library and must be licensed by the State of Alabama to practice his or her profession in the State.

M. The library must have an insured title to the site of the proposed building or have a lease with a guarantee of library use of the facility for 20 years.

N. Purchase of existing building for conversion to library use will qualify for aid only where:
   1. The existing building is of open construction so that a functional, flexible library area can be planned.
   2. There is ample evidence that for service and economic reasons such a conversion is more feasible than would be the construction of a new building.

O. The enlargement of an existing library building will qualify for aid only where:
   1. The original building was designed in accordance with sound library building standards, and arrangements were made for its enlargement in the original plans; or
   2. Where the finished building will meet Alabama library standards without major alterations to the older portions; and
   3. An architect or other competent authority certifies that the existing library building is structurally sound and is suitable for such enlargement.

V. FISCAL POLICY STATEMENTS FOR LSCA TITLE II

A. The library must match federal funds on a ratio of 50% local funds to 50% LSCA funds.

B. All local matching funds must be a dollar-for-dollar cash match and verified before a construction contract is signed. In-kind services or gifts of land or buildings may not be used in lieu of cash match.

C. Matching funds must be certified and APLS contract signed 30 days after LSCA approval.

VI. APPEAL PROCESS

A. Upon petition of a library whose LSCA Title II application has been denied, the APLS Executive Board will review the application and afford the applicant a hearing before the Board, in order to assure all libraries a fair hearing. The appeal process is mandated under federal regulations for LSCA Title II, but does not apply to LSCA Title I and III.

B. The APLS Executive Board will act as a fair hearing board for any public library agency whose application for funds under Title II has been denied. The appeal process works in the following way.

C. After initial board review of applications, the APLS Executive Board will give written notification of disapproval and reasons for disapproval to applicants. The applicant will be informed of the right to appeal and the procedure to make such appeal.

D. Within thirty days after the receipt of a disapproval of application the applicant may, in writing to the APLS Executive Board, request a hearing.

E. The APLS Executive Board will arrange for a meeting, and notify the applicant of such meeting. The APLS Executive Board shall have the final decision, which will be given to the applicant within thirty days from the date of the hearing.

VII. ASSURANCES

A. Davis-Bacon Act and Contract Work Hours and Safety Standards Act. All laborers and mechanics employed by contractors or subcontractors on all construction projects assisted under the Act shall be paid wages at rates not less than those prevailing on similar construction in the locality, as determined by the Secretary of Labor in accordance with and subject to the provisions of the Contract Work Hours and Safety Standards Act.

B. Anti-kickback. All contracts in excess of $2000 shall include a provision for compliance with Copeland "Anti-kickback Act."

C. Flood Plains. Projects funded under this program must evaluate flood hazards and avoid use of flood plains in accordance with Executive Order 11288.

D. Environmental Impact. Contracts in excess of $100,000 shall contain provisions requiring orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act. Contracts will ensure that the facilities under subgrantee's ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and will notify the federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be utilized in the project is under consideration for listing by the EPA.

E. Historic Preservation. Subgrantee will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966, (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

F. Handicapped Accessibility. Subgrantee will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to and Usable by, the Physically Handicapped", Number A117.1.1961, as modified (41 CFR 101.17.703). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.

G. Uniform Relocation Assistance. Subgrantee will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.

Author: Eugene C. O'Donnell, APA Secretary.
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8).
Public Law 95-123, "LSCA Amendments of 1977".
History: Adopted October 1, 1982.
Effective January 1, 1989.

## 520-2-1-.10 PLANNING AND DEVELOPMENT GRANTS (LSCA)

I. The Planning and Development Grant program of the Alabama Public Library Service has the following purposes:

A. Establish the county as a basic unit to support existing library programs and to encourage the development of new countywide programs where needed.

B. Provide funds to employ a library director who is a graduate of a program accredited by the American Library Association and provide funds for other costs of providing countywide services.

II. FINANCIAL REQUIREMENTS

A. Federal Funds: Planning and Development grants are available to successful applicants in the amount of $20,000 for the first year, $10,000 for the second year, and $5,000 for the third year. Application for LSCA grants must be made annually and are conditional on the availability of federal Library Services and Construction Act (LSCA) funds.

B. State Aid: State aid funds available under the prevailing distribution formula are awarded only to the countywide cooperative library or to the county library established under this program. Any library not participating in the countywide cooperative library may apply to the countywide cooperative library for state aid funds for which it is eligible under the prevailing distribution formula.

C. Local Funds: The county must appropriate funds to match state aid on a 1:1 basis to the countywide cooperative library or county library established with Planning and Development grants.

III. APPLICATION PROCESS

A. Application must be made to the Alabama Public Library Service on appropriate LSCA grant program forms by the dates set for submission of grant applications.

B. A legally-established public library must apply for the grant and must agree to serve as the fiscal agent for the first planning year. The library established under the Planning and Development grant must be a legally established library by the end of the first grant year. This library will be the applicant and the fiscal agent in the second and third years of the program.

IV. GOVERNANCE

A. All public libraries in Alabama must be established in accordance with the requirements set forth in the Code of Alabama 1975, Section 11-90-1 through Section 11-90-3. In addition to allowing the creation of a public library by a single county or a single municipality, the code in Section 11-90-4, provides for libraries serving more than one unit of government to be created and their governing boards to be appointed "upon such terms as may be agreed upon by the several contracting bodies".

B. When public library boards have been established by county commissions or the governing body of a municipality, the authority to contract for a joint library is vested in the public library board. Where there is no existing public library board, the power to contract is vested in the county commission or the governing body of the municipality.

C. Included in the powers set forth in Section 11-90-4 is the right of the determination of the basis of representation of the local political units on the joint library board administering the library service established under Section 11-90-4. When appointed, the joint library board has the powers and duties granted by the Code to county or municipal library boards. Board members appointed to serve on joint library boards providing countywide services should be broadly representative of the county and participating municipalities.

D. If a countywide library is established only by the county commission, members of the board should be broadly representative of the county. If an existing county board overseeing the development of countywide services is not representative of the county population, APLS strongly advises that future vacancies on the board be filled in a manner that will insure representation from various parts of the county.

E. The board of the library providing countywide services is responsible for managing and controlling the library providing these services. Where there is more than one library, each participating library board retains full authority for managing and controlling the resources and services of its participating member library. The powers and duties of each library board are detailed in the Code of Alabama, 1975, and participation in a countywide cooperative library does not alter the autonomy of a participating library.

V. ADMINISTRATION

A. The Board of the countywide cooperative library or of the county library established to provide countywide services is responsible for employing a library director. Under the Planning and Development Grant, the library director must be a graduate of a library school accredited by the American Library Association.

B. The library director is responsible to the board of trustees of the countywide library for the administration of the countywide cooperative library program.

VI. APPLICATION PROCEDURES

A. Policies, criteria, priorities and procedures for the allocation of LSCA funds are detailed in Building the Future, the long range program for library development in Alabama. These should be examined by applicants for an understanding of the process under which LSCA grants are awarded. In general, the following elements are part of the application process for Planning and Development grants which are awarded under Title I of the Library Services and Construction Act.

B. The application must be on the appropriate application form sent to libraries by the Alabama Public Library Service. A legally established library board must be the applicant and must agree to serve as the fiscal agent of the grant. The applicant may be a county or municipal library participating in the Planning and Development grant or it may be the countywide cooperative library if all necessary steps to establish legally the countywide cooperative have been completed at the time of application. Since the county must participate in the cooperative library, it is recommended that an endorsement by the governing body of the county accompany the application. This endorsement is not required since there is time allowed in the planning period of the grant for organizing the governance structure.

C. Application must be made to the Alabama Public Library Service, on forms supplied by APLS, by the dates set annually. During the review and recommendation process APLS may contact the applicatn to clafity details. Successful applicants will be notified of grant awards in writing no later than September 1. The LSCA fiscal year is from January to December. All grants are contingent upon the availability of federal funds.

D. The application form contains instruction for completing the application. Each project must identify the problem to be addressed, objectives to be accomplished, the method to be followed, and the evaluation to be used in determining if the project was successfui. A projected budget for the first year must accompany the application and it must be authorized by the appropriate board making application.

VII. THE LIBRARY PROGRAM

A. The countywide cooperative library must intend to become a legally-established library meeting the definition and criteria set forth by the Alabama Public Library Service. Since libraries established under the Planning and Development grants are involved in library development, the first year is considered a planning year. The board must consider the following elements in establihshing tasks and priorities:

1. All parties eligible to participate in the establishment of the joint library should be involved in reaching a formal agreement. This agreement should follow APLS Administartive Memorandum #81-5: "Guidelines for Developing or Revising Agreements to Establish Joint Libraries in Alabama".
2. The library director should be employed by the board. Commonly accepted practices regarding personnel searches should be utilized. Funds for the Planning and Development grant will only be released when the library director is employed.
3. The library board, working with the library director, must prepare the library to meet the criteria for eligibility for state aid.

Author: Eugene C. O'Donnell, APA Secretrary.
Statutory Authority and Location Thereof: Code of Alabama, 1975, Section 41-8-(1-8) and U. S. Public Law 95-123, "LSCA Amendments of 1977".
History: Effective April 21, 1981.

520-2-1-.11 **MULTITYPE LIBRARY SYSTEM GRANTS (LSCA)**

I. The following Rules and Regulations for Pilot Project Cooperative Intertype Library Systems incorporate revisions suggested at the following meetings:

A. Project administrators from Carl Elliott Regional Library and Huntsville Public Library, 11-5-80;

B. District III Project Participants at Jasper, 11-14-80;

C. District VI Project Participants at Huntsville, 11-14-80;

D. Alabama Advisory Committee on Libraries (LSCA), 12-5-80;

II. DESIGNATION, MEMBERSHIP AND BOUNDARIES OF DISTRICT LIBRARY SYSTEMS

A. Name
The organization shall be designated a district Library system with a distinguishing name.

B. Membership
Membership shall be open to all libraries-academic, public, school, and special-that agree to provide all persons residing in the district with reasonable access to their collections on the premises, by reciprocal borrowing and interlibrary loan. The autonomy of any participating library shall not be diminished through participation in the pilot district library system.

1. Library Membership Requirements: Each library desiring to become a member of a pilot project library system shall submit a request to the chairman of the Ad Hoc Committee of the project. This request shall be in the form of a resolution of the board or, whenever more appropriate, a letter from an official of the sponsoring institution, authorizing the library to become a member of the library system and to abide by the rules and regulations pertaining thereto.
2. Maintenance and discontinuance of Membership: Continued membership shall require observance of the rules and regulations pertaining to the library system. The system board of trustees shall be responsible in determining that each member is fulfilling its obligations and shall give six months' notice of termination of membership to delinquent members. In case of disagreement over membership status, the district system of the library may appeal to the Executive Board of the Alabama Public Library Service. Any library member desiring to discontinue participation may do so by resolution or letter of the authority which originally requested membership, by giving notice to the system board with a copy to the Alabama Public Library Service six months or more prior to the desired effective date of termination. The withdrawing members shall return all property of the system.

C. Determination of District Boundaries.

1. The Executive Board of the Alabama Public Library Service shall define the geographical areas of each district in which a cooperative Library system may be established. Portions of adjoining states may be included by interstate compact under authority of Section 41-8-21 of the Code of Alabama 1975.
2. The Director of the Alabama Public Library Service, a district library system, or a member library may request revision of district boundaries. Requests submitted by October 1 shall be considered and decided by the Executive Board of the Alabama Public Library Service prior to April 1, in order that any changes may be reflected in an orderly manner in system plans for the following fiscal year.
3. The following criteria, among others, shall be considered in establishing district system boundaries.
   a. A district shall have a sufficiently large population and number of libraries to sustain a viable and effective program and a competent staff.
   b. A district shall have a population of 450,000 or more persons, and no district shall have less than 50 percent of the population of any other districts.
   c. A district shall have an area of 5,000 square miles or more, and no district shall have less than 50 percent of the area of any other district. (Note: Provisions i and ii do not apply to Jefferson County which may in the future be designated as a separate district.)
   d. Within the limitations of population and area requirements, a reasonable balance shall be sought in numbers of libraries of each type that participate, and in breadth and depth of library resources.

## III. DISTRUCT ASSEMBLY

A. Creation of District Assembly

A district assembly shall be the organizing body of a district library system.

1. Each participating organization will send a representative to a District Assembly of all members. The organization will designate as its representative anyone with contractual authority who can legally represent the library in the District Assembly. This may be a librarian.
2. Terms of service shall be for the duration of the pilot project. Vacancies shall be filled in the same manner as original appointments.
3. A district assembly, following six months' notice to the Alabama Public Library Service, may abolish a district system by a majority vote of the assembly's membership, and assets purchased with LSCA funds may be disbursed among member public libraries in a manner approved in advance by the Alabama Public Library Service. Assets purchased with other than LSCA funds will be disbursed to all libraries in a similar manner.
4. Assets acquired during the pilot project time period will be transferred to the successor system to be created by state law, if the pilot projects prove successful.

B. Duties of District Assembly

The duties of the assembly shall include, but not be limited, to the following:

1. to meet at least twice during the first year of the pilot project and annually thereafter and at other times on call of the presiding officer or by petition of five or more members.
2. to set up the administrative structure for the system the district assembly shall elect by secret ballot from at least two nominees for each vacancy the members of the district board of trustees from among the members of the assembly. In the election each type of library will elect only representatives to the board for that type of library.
3. to encourage improvements in library service to the people.
4. to receive reports from the Board of Trustees and the System Director, review the policies and programs of the system, and make recommendations on any matter related to the system.
5. to inform the public and library funding authorities of the actions of the assembly and the needs of libraries and through its individual members interpret the policies and programs of the system to the organizations represented.

## VI. DISTRICT BOARD OF TRUSTEES

A. Election of District Board of Trustees

1. Board of trustees shall be the governing authority of a district library system. In fulfilling the obligations of board membership, each trustee shall represent all library cooperative interests without regard to type of library.
2. The board shall consist of a maximum of seven trustees, elected at the first meeting of the district assembly from its own membership with two trustees each from academic, school public library agencies, and one for special library agencies, so long as each category does not contain two representatives from the same county. Voting shall be as specified in Section III B 2.
3. Should any type of library not be represented among libraries seeking membership in the system, such positions on the board will not be filled, but shall remain open until such time that representation upon the board be requested from that type of library. Any such vacant positions will not be counted in the determination of a quorum, voting majorities, etc.
4. The trustees elected at the initial district assembly shall serve for the duration of the pilot projects. However, should a trustee resign or no longer be able to serve on the board, the remaining trustees shall fill the position by appointment from the affected type of library category among members of the district assembly at which time the incumbent remains eligible for election for the remainder of the pilot project.
5. The board shall meet monthly, or less frequently if there is no business to conduct, but hold a minimum of six meetings annually.

B. Officers of the Board of Trustees: The Officers of the Board of Trustees, elected annually by its members, shall be a president, vice-president, treasurer, and such officers as the board deems necessary. The system director shall serve as secretary. The term of office of all elected officers shall be one year, commencing the first day in January, except that at the initial election of officers the officers shall serve one calendar year and any additional period remaining until the first of January.

C. Powers of the Board of Trustees

A Board of Trustees shall have all the powers necessary to operate a district library system including, but not limited to, the following:

1. to adopt bylaws for the conduct of its business;
2. to contract;
3. to employ a qualified system director who shall serve at the board's pleasure;
4. to adopt a compensation plan for system staff;
5. to receive money, property, and services from the State, other government agencies, library agencies, private persons, and others, and to extend money and use such property and service for carrying out programs of interlibrary cooperation and library development;
6. to rent or lease real property for the use of the district system;
7. to adopt policies and rules for the administration of the system.

D. Responsibilities of the Board of Trustees

The responsibilities of the board shall include, but not be limited to, the following:

1. to improve library service to the people through cooperation;
2. to ensure that participating libraries fulfill obligation of participating in a program of reciprocal borrowing and interlibrary loan, which is a requisite for participation in the pilot project library system;
3. to encourage access by the public to the holdings of all participating libraries through the best bibliographic means available;
4. to develop and maintain a system headquarters to serve as the center for library cooperation in the district;
5. to establish policies governing the system;
6. to develop and adopt a long-range and annual plan of service;
7. to formulate and approve the budget and oversee its implementation;
8. to evaluate continually the performance of the system in improving service through interlibrary cooperation and make changes designed to correct and improve operation of the pilot library system;
9. to develop a public awareness program acquainting the public with the library system and the services of participating libraries;
10. to foster cooperation among libraries without infringing upon the autonomy of any participating library.

V. DIRECTOR OF THE PILOT PROJECT LIBRARY SYSTEM

A. Selection of a qualified and effective director for the system will be a key element in the successful outcome of the pilot project and the development of appropriate cooperative library service programs among participating libraries. After they are elected, the board of trustees shall develop criteria, job description, salary level, etc. as necessary steps in employing a qualified system director for the term of the pilot project. Minimum qualifications for system director shall include the following:
   1. The director of the pilot project library system must have a Master's Degree in Library Science from a library school accredited by the American Library Association.
   2. Four years increasingly responsible professional library experience with at least two years in an administrative capacity.
   3. Knowledge of the library system concept is essential and experience working in a library system is desirable.

VI. SYSTEM ADVISORY COMMITTEE

A. The director with approval of the board of trustees shall appoint an advisory committee to the system from among the librarians of participating libraries in such number as he finds necessary to provide adequate representation of the differences among participating libraries in terms of type of function, size location, and state of development.

B. the purpose of the advisory committee shall include, but not be limited to, the following:
   1. to promote system development;
   2. to review and comment on proposed recommendations to be submitted for system board action;
   3. to consider and assist in drafting procedures which may affect member libraries;
   4. to initiate suggestions to the director;
   5. to be an added means of communication between the system administration board and the membership.
      a. Meeting of the advisory committee shall be monthly and/or on the call of the director.

VII. PLANNING, REPORTING, AND FINANCIAL PROCEDURES FOR PILOT PROJECT LIBRARY SYSTEMS.

A. Long-Range Plan of Service and Annual Report
   1. To qualify for continuing funding under the provisions of the Library Services and Construction Act each pilot project library system shall submit a long-range plan of service with annual updates.
   2. The long-range plan shall set forth the goals and objectives established for the system for the term of the pilot project. The plan shall be prepared by each system director in conjunction with the advice and assistance of the Library Advisory Committee and participating libraries and shall be submitted to the Executive Board of the Alabama Public Library Service for review.

3. The deadline for submission of the initial long-range plan shall be September 1, 1981.
4. Each year of the pilot project the system director will submit also an annual update of the long-range plan of service which will review progress made towards accomplishing the goals and objectives set out in the long-range plan and an annual plan that will detail what activities and tasks will be undertaken in the upcoming year.
5. For the purposes of the long-range plan and annual updates for the pilot project the following will apply;
   a. Goals are defined as relatively broad statements that imply general movement toward a future point or ideal. Goals are not usually measurable in themselves. When developing goals, the emphasis shall be on the substantive value of the proposition or concept being considered and not with the availability of resources for immediate attainment.
   b. Objectives are manageable, measurable statements reflecting specific program directions. Briefly, an objective stipulates what is to be done, for whom, in what length of time, and at what standard of performance. In contrast to the ideal orientation of goals, objectives must be attainable and therefore derived from a realistic assessment of organizational resources (staff, finances, materials, etc.)
   c. Each planning document shall be prepared in accordance with guidelines established in advance by the Alabama Public Library Service.

B. Reporting Procedures
   1. In accordance with the provisions of the Library Services and Construction Act, each pilot project shall submit an annual report to the Executive Board of the Alabama Public Library Service. The annual report of the pilot project shall consist of the following:
      a. A narrative describing the activities, accomplishments, and obstacles faced by the system in accomplishing its goals and objectives during the project year.
      b. A statistical report describing resources available in and through the pilot project, system service provided to participating libraries and the users of these libraries.
      c. An overall evaluation of the successes and failures of the project with recommendations for improving the performance of the pilot project district library system. The system shall also cooperate with the independent evaluation of the pilot project to be conducted by the State Library System Evaluation Committee to the Alabama Public Library Service.

C. Records, Financial Accounting and Reports
   1. The system director and system board shall develop appropriate accounting and record management policies and procedures documenting the operations of the pilot project. These policies and procedures shall include, but not be limited to, the following:

a. All records for the system and the board, including those of the board treasurer, shall be maintained at system headquarters.
b. Copies of system board minutes shall be sent to each member library and to the Alabama Public Library Service.
c. The fiscal year of the pilot project library system shall be the same as that established for administration of Library Services and Construction Act funds in the State of Alabama. Financial records and activities shall be maintained in accordance with accepted accounting practice. A record of all bills, payments and receipts shall be presented to the board by the treasurer at regular meetings and at such other meetings as required by the board.
d. An audit of system and board records shall be performed each year by a qualified independent accountant licensed to practice public accounting in the State of Alabama.
e. System and board records shall not be destroyed without the approval of the Alabama Public Library Service.

Author: Eugene C. O'Donnell, APA Secretary.
Statutory Authority and Location Thereof: Code of Alabama 1975. 41-8-(1-8) and U. S. Public Law 95-123, "LSCA Amendments of 1977."
History: Approved and adopted by the Executive Board of the Alabama Public Library Service, December 5, 1980; Effective March 1, 1981.

## 520-2-1-.12 SCHOLARSHIP GRANTS (LSCA)

I. PURPOSE

A. To encourage college graduates to enter the library profession, the Executive Board of the Alabama Public Library Service (APLS) annually awards scholarships for study leading to a master's degree from a library school accredited by the American Library Association. Scholarships are awarded from federal Library Services and Construction Act (LSCA) funds administered by the Alabama Public Library Service. As such, these scholarships may be granted only when federal funds are available.

II. FULL-TIME SCHOLARSHIP

A. An applicant for a **FULL-TIME** scholarship must be a resident of Alabama and a citizen of the United States. A recipient must have completed less than six semester hours (or the equivalent) toward the graduate library degree at the time the award is made. Further, a recipient of a full-time scholarship must agree to work two continuous years in a professional position in an Alabama public library beginning no later than ninety days after graduation from library school.

B. Should a full-time graduate scholarship recipient not obtain a full-time professional level position in an Alabama public library within 90 days after graduation, the APLS director may either (1) enter into a contract with the individual for employment at APLS, or (2) request that the APLS Executive Board waive the two-year employment requirement. Either of the two actions shall be initiated by the APLS director.

C. The deadline for receipt of completed scholarship applications (application form and supporting documents) for an academic year is May 1. The LSCA Advisory Council will review the applications and forward their recommendations to the Executive Board of the Alabama Public Library Service. The Executive Board of the Alabama Public Library Service will make the final decisions on scholarships at its June meeting. Scholarship applicants will be notified of the Board's decision no later than ten working days following the meeting.

D. Application must be made on forms supplied by APLS and must include:
   1. proof of acceptance at a library school accredited by the American Library Association;
   2. certified transcript from the institution awarding the applicant's undergraduate degree and certified transcripts of any graduate work;
   3. score of either GRE or MAT admission test (mimimum score of 1,000 on the GRE or 50 on the MAT is required);
   4. three written recommendations.

E. The applicant is responsible for distributing the recommendation forms to the three references.

F. A recipient of a scholarship must agree that copies of grades from courses funded by scholarship will be supplied to APLS.

III. METHOD OF PAYMENT

A. The full-time scholarship recipient and the university must sign contracts with the Alabama Public Library Service agreeing to carry out the terms of the award. Payment of the actual scholarship money will be made to the university which by contract must agree to disburse the funds to the scholarship recipient each semester (or equivalent session).

B. If, for any reason, a scholarship recipient is unable to complete the full program for the degree, the recipient will be required to refund, with interest, the total amount of money received. A proportionate refund, with interest, must also be made if the recipient works less than the required time in an Alabama public library or APLS. In the event of extenuating circumstances for reasons other than personal convenience or new employment opportunities, the Executive Board of the Alabama Public Library Service may grant a waiver of this section.

IV. PART-TIME SCHOLARSHIPS

A. An applicant for a part-time scholarship must be a resident of Alabama and a citizen of the United States. Further, a part-time scholarship applicant must:
   1. be an employee of an Alabama public library or APLS;
   2. have written approval of his or her library administration and board;
   3. agree to continue to work in an Alabama public library while completing the program of study.

B. The deadline for receipt of completed scholarship applications (application form and supporting documents) for an academic year is May 1. The LSCA Advisory Council will review the applications and forward their recommendations to the Executive Board of the Alabama Public Library Service. The Executive Board of the Alabama Public Library Service will make the final decisions on scholarships at its June meeting. Scholarship applicants will be notified of the Board's decision no later than ten working days following the meeting.

C. Application must be made on forms supplied by APLS and must include:
   1. proof of acceptance at a library school accredited by the American Library Association;
   2. certified transcript from the institution awarding the applicant's undergraduate degree and certified transcripts of any graduate work;
   3. three written recommendations.

D. The applicant is responsible for distributing the recommendation forms to the three references.

E. A recipient of a scholarship must agree that copies of grades from courses funded by scholarship will be supplied to APLS.

V. METHOD OF PAYMENT

A. Payment of funds for part-time scholarships will be made to the public library employing the scholarship recipient. The public library by contract must agree to disburse the funds to the scholarship recipient each semester (or equivalent session) and must agree to file an evaluation form required by APLS in its administration of the Library Services and Construction Act.

Author: Eugene C. O'Donnell, APA Secretary.
Statutory Authority and Location Thereof: Code of Alabama, 1975. Section 41-8-6.
History: Effective October 1, 1982.